

COURT
ENFORCEMENT
SERVICES.

Onboarding Pack

Take on Form – Trace

**EXPERTLY
RESOLVED.**

Commercial in Confidence

Please send your completed form to: onboarding@courtenforcementservices.co.uk

Client Contact Information

Client Name	
Legal Entity Confirmation (e.g. Ltd)	
Correspondence Address	
DX Address	
Contact Name (overall responsibility)	
Job Title	
Email Address	
Telephone Number	
Email Address for correspondence if different from above	

Defendant Details

Defendants Name(s)	
Last known Address	
Date of birth (if known)	
Occupation (if known)	
Email Address (if known)	
Telephone Number (if Known)	

Any further Information / Special Requirements

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Terms and Conditions:

1. I authorise Court Enforcement Services Ltd to undertake a trace to try to find the defendant. If successful I agree to the following:

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2. I represent that I am authorised to provide these instructions on behalf of the creditor and will be bound by the terms of this Agreement.

NB: Late payment charges will be applied to all our overdue invoices in accordance with the Late Payment of Commercial Debts (Interest) Act 1998 (As Amended).

I agree to pay the following:

Trace Fee (£35 plus VAT) if the trace is

I agree to these Terms and Conditions

Signed _____

Name _____

Date _____