

CREDITOR QUESTIONNAIRE

INVESTIGATION INTO THE AFFAIRS OF *(Insert company name)*

Creditor's Name and Address

Estimated Claim: _____

Age of debt

30-60 days £

60-90 days £

90-120 days £

120 days + £

Please provide a full breakdown of your claim including invoices and statements if available in order to document the quantity of the claim and period over which the claim was accrued. Please also include details of any payments made to you from the company.

If the estimated claim exceeds the credit limit, on what basis or terms was the additional credit allowed?

Please provide details of any comfort, security or assurance given to you to allow continuance of credit.

When were you first aware that there were difficulties in getting payment and what was the evidence of this? e.g. extended credit, lump sum payments, dishonoured cheques

Please provide details, including dates, of any writ, summons, decrees or other legal action you took to recover your debt.

Please provide details of any cheques which were dishonoured, including dates and amounts.

Are there any particular matters you feel should be reviewed? If so, please provide brief details.

Date _____

Signature _____

Name _____ (Block Capitals Please)

Position _____