

Phone: 03 382 9551 Email: office@goldnetcollections.co.nz
 Fax: 03 3829560 Web: www.goldnetcollections.co.nz

SECTION (A) COLLECTION DETAILS (YOUR DEBTOR)

Individual's details

Surname:	First name(s):	Date of Birth:	Occupation:	Relationship to:

Company details/Trading name

Limited company or trading as:	
Contact name:	Is there a personal Guarantee? Yes <input type="checkbox"/> No <input type="checkbox"/>

Contact details

Current or last known physical address:			
Current or last known postal address:			
Home: (0)	Work:(0)	Mob:	Fax:(0)

SECTION (B) DETAILS OF DEBT

Amount of debt:	Due date (or range):	Your reference no:
Disputed: Yes <input type="checkbox"/> No <input type="checkbox"/>	Is there an agreement to pay collection costs: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Description of goods/services supplied:		
Additional information:		

SECTION (C) INSTRUCTION FOR US

Please indicate how you would like us to proceed

<input type="checkbox"/> Take action on debt short of legal proceedings	<input type="checkbox"/> Proceed with legal action and arrange court documents
<input type="checkbox"/> Issue Statutory demand	<input type="checkbox"/> Arrange a personal visit to the debtor
<input type="checkbox"/> Take action to collect debts and proceed with legal action if unsuccessful.	<input type="checkbox"/> Locate new address for debtor and proceed with collection action

SECTION (D) YOUR DETAILS

Business name:		Date:
Contact name:	Position:	
Physical address:		
Postal address:		
Ph: (0)	Fax:(0)	Mob: Email:
Signature or signature on behalf of:	Name:	
	Position:	
	Date:	

I have read Goldnet Collections terms and conditions on the reverse of this form.

Terms and Conditions of Goldnet Collections Limited

1. Goldnet Collections Limited (GNC) will provide debt recovery services for the client on the following terms and conditions.
2. Upon receiving instructions, GNC will initially take steps as per section (C) of this form to recover the debt on the client's behalf.
3. Any money collected for the client will be paid to the client on the 20th of the month following collection. GNC reserves the right to deduct any agreed costs and expenses prior to payment.
4. The client will pay to GNC all fees, commissions, disbursements and court filing fee's from any monies received as well as any costs incurred by GNC to engage any barrister, solicitor, process server or field agent to recover or secure the debt plus any applicable goods and services tax.
5. The client will indemnify GNC and hold it harmless for any losses, costs, expenses, damages that may arise out of any Court proceedings, execution processes, seizure of goods that may incur while acting on the clients behalf.
6. The client agree to notify GNC immediately they receive any money from a debtor directly, and will advise GNC of any correspondence either verbal or written received from the debtor in relation to the debt once GNC have been instructed.
7. From time to time GNC may receive un-cleared funds from a debtor. GNC will be under no obligation to account to the client until such time that the funds are cleared. Should a bank not honor a cleared transaction for some reason, the client agrees to refund to GNC the full amount paid to the client.
8. If GNC fees and expenses are, for some reason, not paid by the debtor and are unable to be deducted from money held on the client's behalf, the client agrees to pay any invoice issued by GNC within 7 days from date of invoice.
9. GNC reserves the right to charge interest on any unpaid invoices issued to the client at the rate equivalent 24% per annum.
10. GNC reserves the right to review its fee's periodically. Any changes, however, will be applied only from the date of notification to the client.