**COAST TO COAST INVESTIGATIONS (2008) Ltd**

***(DEBT RECOVERY AND INVESTIGATION SERVICES ACROSS ALL OF AUSTRALASIA)***

**P O Box 447, Rangiora, 7440  
Phone 03 354 2920, 0800 425 363**[**office@c2c.nz**](mailto:office@c2c.nz)

**Debt Lodgement Form**

**Your Details**

|  |
| --- |
| **Business Name** |
| **Contact Name (First/Last)** |
| **Phone** |
| **Fax** |
| **Physical Address** |
| **Postal Address** |
| **Mobile** |
| **Email** |
| **Brief description of Business** |
| **Signature** |
| **Date** |

**Debtor Details**

|  |
| --- |
| **Company Name** |
| **Legal Entity of Company** |
| **Contact or Personal Guarantor (full name)** |
| **Date of Birth** |
| **Physical Address** |
| **Postal Address** |
| **Phone Number** |
| **Fax** |
| **Mobile** |
| **Email** |

**Debt Details**

|  |
| --- |
| **Amount of debt** |
| **Date due (or range)** |
| **Are you covered by a collection costs agreement?** |
| **Is there a Personal Guarantee on this account?** |
| **Description of debt** |
| **Additional Information** |

**Terms and Conditions of Coast to Coast Investigations (2008) Ltd**

1. In submitting any instruction to Coast to Coast Investigations, you

acknowledge that this constitutes a legally binding agreement between

you (‘the client’) and Coast to Coast Investigations.

2. In submitting any instruction to Coast to Coast Investigations, you

acknowledge that you have read in full, and understood, and fully agree to

abide by the terms of trade of Coast to Coast Investigations.

3. That in issuing any instruction to Coast to Coast Investigations, the instructing

person confirms that they are authorised to issue such instruction on behalf of

the entity that they represent.

4. That in issuing any instruction to Coast to Coast Investigations the client

confirms and acknowledges that they have the due and required authority to

entitle and instruct Coast to Coast Investigations to carry out credit reports and

history inquiries upon the debtor unless otherwise specified in writing at the

time of instruction. All liability for such instruction and request in relation to

the Privacy Act rests with the client.

5. That upon receipt of any instruction, Coast to Coast Investigations reserves the

right to conduct at their discretion, a field agent visit to assist in

recovery/investigative actions to the value of a maximum $120.00 plus GST.

A written report is provided within 5 working days. Please note, that the visit

charge is payable within 7 days of invoice, and is payable regardless of

recovery or result. Any subsequent non commission costs will be upon client

authorisation only. If your terms and conditions of trade legally support it, you

may be able to claim these costs in addition to your outstanding debt, however

the account for the visit will remain payable regardless of recovery.

6. Coast to Coast Investigations will carry out recoveries or instructed actions on

your behalf and are thus authorised to do so effective immediately upon

receipt of instruction.

7. Monies receipted directly by Coast to Coast Investigations on behalf of the

client will be settled to clients minus due commissions and charges within a

maximum of 31 days of payment clearance by electronic bank transfer.

8. For payments receipted directly by the client after recovery instructions to

Coast to Coast Investigations, Coast to Coast Investigations will forward an

invoice for commissions and any associated charges payable within 7 days of

payment clearance by the client.

9. That Coast to Coast Investigations will be immediately informed of any

communications or payments receipted directly by the client from the debtor

after the issuing of instruction to Coast to Coast Investigations, and that any

monies receipted directly by the client will be subject to commission charges.

10. Unless otherwise specified, commission rate is 20% plus GST of monies

recovered, as it is recovered. All other charges, apart from the field agent visit

fee as detailed in clause 4, are on a quotation and authorised basis only.

11. Whilst there is no minimum dollar amount that we will pursue on your behalf,

please note however that a minimum commission charge of $85.00 plus GST

applies. This is in addition to the field visit fee.

12. In the event of cancellation of instructions by the client when instructions have

been receipted and recovery services have already commenced, Coast to Coast

Investigations reserves the right to impose a cancellation fee to cover costs and

expenses incurred. The cancellation fee is at the sole discretion of Coast to

Coast Investigations, but will not be more than the standard commission

charge of 30% plus GST.

13. That in the event of non-payment by a client of any invoice presented by Coast

to Coast Investigations for collection/investigative services, Coast to Coast

Investigations reserves the right to add collection costs of 35% plus GST, plus

all costs associated with, or incidental to the recovery of outstanding monies.

Furthermore, a penalty overdue fee of 10% per month will be incurred in

addition to the original outstanding.

14. The client will indemnify and hold it harmless for any losses, costs, expenses

damages, actions and proceedings

14.1 Arising out of any Court proceedings initiated or conducted by C2C on

the client's behalf.

14.2 Arising out of any seizure or repossessions of any goods or assets on the

client's behalf.

14.3 Arising out of any execution process initiated or conducted on the

client’s behalf.

14.4 Concerning the use of information supplied to C2C by the client.