**Reservation of title claim questionnaire**

[ ]

**Please complete the following questionnaire to enable your reservation of title claim to be considered**.

Company name:

Address:

Contact name and telephone number(s):

Your reference:

Total amount owed: £

Total amount of ROT claim: £

**If you have instructed Solicitors to present the claim:**

Solicitors name:

Address:

Telephone number: Reference:

**When completed please return to:**

McTear Williams & Wood

Townshend House

Crown Road

Norwich

NR1 3DT

(Fax 01603 877549)

If you have any queries please contact [ ] on [ ].

1. Please give full particulars of the goods which are the subject of your claim, including quantity.
2. How was the contract for the sale of the goods made? If your claim relates to goods supplied under more than one contract please give details of each contract.
3. Please supply copies of all relevant documents, including, where applicable:
4. quotation(s)
5. order(s)
6. acknowledgment(s) of order
7. consignment note(s)
8. delivery note(s)
9. invoice(s)
10. If you trade on standard terms and conditions please supply a copy and state how the terms were incorporated in to the contract(s).
11. Have you taken an inventory of goods at the company’s premises? If so, please supply a copy indicating where your goods were located.
12. How can goods supplied by you be distinguished from goods supplied by others?
13. Is it possible to distinguish between goods supplied by you for which you have been paid and those for which you have not been paid? If so, how?
14. Please supply a copy of your sales ledger account showing the past 12 months trading.
15. Please advise of any other relevant information/provide any other relevant documentation to enable your claim to be considered.