

..... **PTY LIMITED**
ACN:

In order to review your retention of title claim, it is necessary that the undermentioned questions be answered in full. Your assistance in this matter will enable your claim to be processed quickly.

SUPPLIER DETAILS

NAME:
ADDRESS:
TELEPHONE NUMBER:
CONTACT NAME:

SOLICITOR DETAILS

NAME:
ADDRESS:
TELEPHONE NUMBER:
CONTACT NAME:

1. Details of the quantities, invoiced price and description of goods which are subject of your claim to retention of title (if insufficient space, please attach schedule):

Quantity	\$	Description

2. Please supply copies of:
- a. The order(s)
 - b. Acknowledgment of order(s)
 - c. Your delivery note
 - d. Your invoice(s)
 - e. Credit application signed by an authorised representative of the company relating to those goods subject of your claim.

3. If the order was not in writing, please provide details of how the order was placed, the date, by whom and the date of the delivery of the goods.

How was order placed?

The date order was placed

By whom was the order made?

Date of delivery of goods

4. Does your company have a set of standard terms and conditions of sale? If so, please supply a copy of and identify the clause which reserves title to the goods to yourselves.

5. Was a copy of your standard terms and conditions of sale given to the company? If so, please advise:

When?

By whom?

What written evidence do you have of acceptance of your terms and conditions by the company?

.....

.....

6. Please provide:
- a. A copy of the inventory taken by your representative at the company's premises and the location of goods at the time.
 - b. Details of the means by which the goods have been identified as supplied by your company and conclusive proof that they were not supplied by any other supplier.
 - c. Confirmation as to whether there are other goods on the premises which have been supplied by yourselves for which payment has been made in full or in part.
7. State the amounts of all payments (if any) received from the company in respect of the goods to which you claim retention of title and provide a copy of your sales ledger account detailing the trading history of the account for the past 12 months.

\$	Details