**Reservation of title claim - Questionnaire**

Company Name (of Company you are claiming title from)

Our reference:

Please complete the following questionnaire to enable the joint liquidators to consider your reservation of title claim.

Your name:

Address:

Contact: Your reference:

If you have instructed Solicitors to present the claim:

Solicitors name:

Address:

Telephone: Reference:

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.