

# NECA Debt Recovery Claim Form

NECA provides NECA Members with free Letter/s of Demand Services for its members.

We require you to complete the following information together with copies of the unpaid tax invoices.

## NECA Member/Claimant Details:

NECA Company/Individual Member Name: \_\_\_\_\_

NECA Member State ~ NSW/QLD/VIC: \_\_\_\_\_

Contact Person: \_\_\_\_\_

NECA Member Email: \_\_\_\_\_

NECA Member Address: \_\_\_\_\_

NECA Member Telephone: \_\_\_\_\_

NECA Member Facsimile: \_\_\_\_\_

NECA Membership Number: \_\_\_\_\_

## Debtor details:

Debtor Individual/Company Name: \_\_\_\_\_

ABN/ACN: \_\_\_\_\_

Debtor contact person: \_\_\_\_\_

Debtor Address: \_\_\_\_\_

Debtor Telephone: \_\_\_\_\_

Debtor Facsimile: \_\_\_\_\_

Debtor Email: \_\_\_\_\_

Amount Claimed & Unpaid: \_\_\_\_\_

\$

Project Name and/or Address: \_\_\_\_\_

Date of Commencement of work: \_\_\_\_\_

Last day on site: \_\_\_\_\_

Work Provided: Residential/Commercial: \_\_\_\_\_

**If you have any contract/purchase orders/quotation with the debtor please attach.**

A letter of demand will be issued to the debtor relying on the information above and the tax invoices you provide.

We will contact you within fourteen (14) days of the receipt of your information in the event that we have had no contract from either you or the debtor to discuss further recovery options.

Please forward the completed form and **attached** invoices by **facsimile: (02) 9744 1830** or by email to [law.clerk@neca.asn.au](mailto:law.clerk@neca.asn.au).

# LETTER OF DEMAND TERMS AND CONDITIONS

Please refer to the terms and conditions outlined below, which outline the costs associated with progressing this matter beyond the letter of demand.

NECA members are entitled to the letter of demand service as part of the membership subscription. The total number of letters of demand available as part of this service are limited to one per matter. There is no limit to how many matters a member may hand over.

This service includes, taking initial instructions, drafting the letter of demand and forwarding the letter to the debtor.

## Declaration

1. Where I require NECA Legal to get involved in the negotiation of the disputed amount, I understand that NECA Legal shall become entitled to charge a fee of \$200.00 per hour.
2. I understand that this service will be provided above and beyond the services offered by NECA as part of the Letter of Demand.
3. I hereby instruct the NECA Legal to act on our behalf in relation to the amount claimed and unpaid.
4. I am authorised to agree to pay the fee outlined in item 1 above for time spent acting in this matter beyond the initial drafting and sending of a letter of demand.
5. I agree to pay the full invoiced fee together with any additional charges on a monthly basis.

Member Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign in the space provided to indicate acceptance of this Agreement

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Name of Authorised Officer

**Note: NECA Legal will notify you and provide you with a formal Costs Agreement and Disclosure should they expect their costs in each matter to exceed \$750.00 plus GST in accordance with their obligations under the *Legal Profession Act 2004*.**