Name of your Customer:

RETENTION OF TITLE QUESTIONNAIRE

In order to consider any retention of title claim, it is necessary that all of the under mentioned questions be answered as fully as possible.

SUPPLIER Name:

Address:

Telephone:

Name of contact:

SOLICITOR Name:

Address:

Telephone:

Name of contact:

1. **Overview**
2. Please state in general the nature of the goods that are the subject

of your claim:

1. What is the amount of your claim?
2. **Sequence of events**

Please compile a sequence of events for each order (i.e. for each group of goods for which a new order was made). An example is set out below:

|  |  |  |
| --- | --- | --- |
| **Document** | **Party** | **Date** |
| Order form | Purchaser (name) |  |
| Acknowledgement | Supplier (name) |  |

1. On what date(s) were goods delivered?
2. Please supply copies of:
3. The order(s)
4. The acknowledgement(s) of the order(s)
5. The delivery note(s)
6. Your invoice(s)
7. Any other documentation or correspondence relating to your claim.
8. If the order was not made in writing, please state:-
9. How the order(s) was/were placed.
10. The date(s) thereof.
11. By whom they were placed.
12. The date(s) the goods were delivered.
13. Please supply a copy of the inventory of goods supplied by you that were

identified on the company’s premises.

1. **Terms and conditions**
2. Does your firm have a set of standard terms and conditions of sale?
3. Please indicate on which item(s) of stationery your conditions are to be found

(e.g. price list, acknowledgement of order, delivery note, invoice)

1. Please supply copies of all such documents not already supplied under 2 above.
2. In relation to your terms and conditions of business please:
3. Supply copy of all terms and conditions.
4. Confirm when your current conditions were introduced.
5. State where, when and how your conditions of business were supplied to the company.
6. State whether your terms and conditions were specifically brought to the attention of a senior officer or employee of the company.
7. Provide evidence of acceptance of your conditions by the company.
8. State how contracts are normally made (e.g. by telephone, letter or by official order?)
9. **Identification of goods**
10. Were you the only supplier of goods of the type in question or were similar goods supplied to the company by other sources?
11. If similar goods were supplied by other suppliers please explain how your goods can be distinguished from theirs.
12. Please provide:-
13. A copy of the inventory taken by your representative at the company’s

premises.

1. Precise details of the means by which the goods were identified as

belonging to your firm.

1. A statement listing all sums received in payment for the goods in

question, identifying specifically those goods that have been paid for in whole or part.

1. A copy of the company’s account in your sales ledger, detailing the trading history of the account for the past twelve months, or from the last time that a nil balance arose in your account with the company.
2. If the goods over which you are making a claim have to your knowledge been

processed, or mixed with or incorporated into other goods, please explain exactly how you frame your claim in relation to those other goods.

1. **Other information**

If there is any other information that you consider to be relevant to your claim, please state it here.