

Debt Recovery Instalment Agreement

I/WE (*name of debtor*) _____ of

(*address*) _____

agree and undertake that I/we shall pay to (*name of your company*) of (*address of your company*) ("the Creditor).

The sum of \$ _____ for (Invoice #) _____ in the following manner:

Number of instalments: _____

Amount of each instalment: \$ _____

Time of each payment: On or by the _____ day of each week/fortnight/month.

First instalment is payable on or by the _____ day, _____ month 20__

Last instalment is payable on or by the _____ day, _____ month 20__

Person to whom payment is to be made:

(Name of your Credit Controller, Company name, Company address)

Agreement by the Debtor

I agree that the debt owed by me shall be paid in the manner set out above.

I am aware that should I fail to keep this agreement; then legal action may be taken to recover the balance.

I acknowledge that the creditor has not waived any legal rights to recover the debt in full by acceptance of this agreement.

Signature(s) of Debtor(s) _____
(all must sign)

Witness _____

Dated this _____ day of _____ month 20__

For (Your business name) _____

Dated this _____ day of _____ month 20__