



BPS Enforcement
PO Box 76379
London
SE1P 6HZ
Tel: 020 8051 5000
info@bpsenforcement.com

Process serve instruction form

Instructing party:

Company name: _____ Your ref: _____

Contact name: _____

Address: _____

Postcode: _____

Telephone: _____ Email: _____

Please tick appropriate box

Process serve - £75 + VAT

Do the documents need to be served personally?

Can the documents be posted through the letterbox?

Subjects details:

Name: _____

Date of Birth: ____ / ____ / ____

Address for service: _____

Postcode: _____

Telephone: _____ Email: _____

Is the address: Residential: Commercial:

Additional information:

e.g. Any deadlines the subject must be served by

Check list:

I have enclosed a cheque for £75 +VAT payable to BPS Enforcement Ltd

I have enclosed the documents for service plus one copy

Authorisation:

Name (please print): _____

Company (if applicable): _____

Signature: _____ Date: _____