



Your Reference

Our Reference

INSTRUCTION TO PROCESS SERVE

We hereby authorise and empower you to serve on the following

Named person 1

Named person 2

Additional persons

Company

Premises situated at

Authorised by

Documents to serve

Today's Date

CONTACT INFORMATION

Name

Company

Address

Telephone

Email

Name

**AUTHORISED
BY**

Company

Address

Telephone

Email

:



ADDITIONAL INFORMATION

Service MUST be personally served
 Can be letter boxed
 Substituted service

Additional information

INVOICE INFORMATION

Client Name

For the attention of

Address

www.countybailiffcompany.co.uk
E-mail: info@countybailiffcompany.co.uk
Tel: 0844 561 1250 Fax: 0844 561 1328