

PADILLA & ASSOCIATES, PLLC

**Business Law Questionnaire
For
Unpaid Invoice Claims**

Our Business Law Practice Group has prepared this questionnaire to help you organize the information needed to advance a claim for unpaid invoices.

CLIENT INFORMATION:

Company Name: _____

Company Contact (Name and Title): _____

Address: _____

Telephone: _____ E-mail: _____

Company Taxpayer Identification Number: _____

TRANSACTION BACKGROUND:

Transaction Relates to Sale of: Goods Services Both

Nature of Goods/Services: _____

Purchase Price for Goods/Services: _____

Purchaser: Business Individual Consumer

Name: _____

Address: _____

Telephone: _____

Purchaser is: New Customer Customer Since: _____

Transaction Pursuant to Written Contract: Yes No

If written, attach copy of contract to questionnaire.

If oral, contract date: _____

If oral, names and titles of persons entering into contract: _____

If oral, contract terms: _____

Date Goods/Services Ordered: _____

Date Goods/Services Delivered: _____

Proof of Delivery: Yes No

If yes, attach proof of delivery.

INVOICE DETAILS:

Invoice Prepared for Transaction: Yes No

If yes, attach copy of invoice to questionnaire.

Invoice Delivered By: Mail E-mail In-Person Other: _____

Date Invoice Delivered: _____

Payment Due Date: _____

Amount Paid by Purchaser: None Partial Payment of _____

If partial payment, date payment was made: _____

Purchaser Entitled to Credits/Discounts: Yes No

If yes, state amount and basis for credit/discount: _____

DEBT RESOLUTION EFFORTS:

“Reminder” or “Past Due” Notice Sent: Yes No

If yes, attach copies of all such notices.

Resolution Efforts Conducted By:

Check all that apply:

Mail E-mail In-Person Telephone Other: _____

*Attach copies of all written communications concerning unpaid invoice(s).

DAMAGES:

Goods/Services Were Unique or Custom-Made: Yes No

Actual Cost of Goods/Services Sold: _____

Demand Made for Return of Goods/Services: Yes No

 If yes, have goods/services been returned: Yes No

 If yes, have goods been re-sold? Yes No

 If yes, purchase price of re-sale: _____

Other Costs/Expenses Due to Unpaid Invoice(s): _____

Total Amount Due and Owing from Purchaser: _____

If you have any questions about monies owed to you on unpaid invoices, please contact us immediately at (646) 290-5168 for a detailed explanation of your rights.

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