

## Tomlinson's Dairies Limited - Administration

### Retention of title claim questionnaire

It is essential that you answer the questions below as fully as possible so that we can investigate your retention of title claim properly without lengthy correspondence.

Date questionnaire sent out: [Enter relevant date]

SUPPLIER		SUPPLIER'S SOLICITOR
Name:		Name:
Address:		Address:
Email:		Email:
Telephone:		Telephone:
Name of contact:		Name of contact:

1. Do your terms and conditions of sale contain a retention of title clause?  
(Tick box)
  - NO - If not please do not submit this questionnaire
  - YES - Please provide a copy of your terms and conditions
2. How and when were your terms and conditions communicated to the company?
  - EXPRESS WRITTEN AGREEMENT (Please provide a copy)
  - WRITTEN NOTICE PRIOR TO DELIVERY (Please forward a blank, original set of documents containing your terms and conditions)
  - OTHER (Please provide details)

3. What written evidence do you have that your terms and conditions were accepted by the company?
  
4. When did you start trading with the company?
  
5. Have you attended at the company's premises and produced an inventory and valuation of your identifiable goods found there? The inventory should be signed by a representative of your firm and the liquidators.
  
6. Does the Company have on its premises any goods supplied by you to which your retention of title clause applies?
  - NO
  - YES (Please provide details)
  
7. Give full details of how you can identify the goods on the Company's premises as having been supplied by you?
  
8. Can the goods on the inventory be identified as having been supplied on specific invoices?
  - NO
  - YES If so, please explain how such a reconciliation can be made and provide a schedule identifying inventory goods against specific UNPAID invoices in the following format.

Invoice number	Invoice date	Inventory item	Item Value (£)
Total value of retention of title claim			

9. How much does the Company owe you?

£ \_\_\_\_\_

10. Are you a customer of the company?

NO

YES If so, please advise how much you owe to the Company £ \_\_\_\_\_

Are the balances between you and the company usually subject to set off?

NO  YES  N/A

11. Please provide a copy of the company's ledger account with you for the last 12 months.

12. Please supply copies of (and state below the references of:

(a) the order(s)

(b) acknowledgement(s) of the order(s)

(c) your delivery note(s)

(d) your invoice(s)

relating to the goods claimed.

13. If the order was not made in writing, please state:

(a) how the order(s) was/were placed

(b) the date(s) of the order(s)

(c) who placed the order(s)

(d) the date(s) the goods were delivered

This questionnaire should be returned when completed to [uk\\_creditors\\_tomlinsons@pwc.com](mailto:uk_creditors_tomlinsons@pwc.com)