

## RETENTION OF TITLE CLAIM QUESTIONNAIRE

### Name of Company:

It is imperative that the questions set out below are answered as fully as possible so that your retention of title claim may be properly investigated without protracted correspondence. Your assistance will be appreciated.

SUPPLIER	SOLICITOR FOR SUPPLIER
Name:	Name:
Address:	Address:
Telephone:	Telephone:
Name of contact:	Name of contact:

1. Do your standard terms and conditions of sale contain a Reservation of Title clause?

NO	If not, you will not be able to pursue a claim and should advise us accordingly.
YES	Please provide a copy of your standard terms and conditions And conditions

2. How and when were your terms and conditions communicated to the Company?

Please ◀

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. Please state below the written evidence you have that your terms and conditions were accepted by the Company?  
Please attach a copy of the evidence.

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4. Have you attended at the Company's premises and produced an inventory and valuation of goods to which you claim ownership? The inventory should be signed by a representative of your firm and someone authorised by PricewaterhouseCoopers LLP.

NO	Please make arrangements as soon as possible to prepare inventory. It is not possible to continue with your claim without the signed inventory.
YES	Please ensure that a copy of inventory is attached.  And conditions

5. Does the Company have on its premises any goods supplied by you to which your Reservation of Title clause applies?

NO	You will not be able to pursue a claim and should advise us accordingly.
YES	Please ensure that a copy of inventory is attached.  And conditions

6. Please state below the basis you are able to identify that the goods on the Company's premises were supplied by you?

7. 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	Identification marks	Item value £
TOTAL VALUE OF RESERVATION OF TITLE CLAIM				

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8. Please state your total debt with the company.   
PLEASE ENCLOSE A CURRENT STATEMENT
9. Please supply copies of the following items relating to the goods claimed (state references below of) :
- (a) the order(s)
  - (b) acknowledgement(s) of the order(s)
  - (c) your delivery note(s)
  - (d) your invoice(s)
10. If the order was not made in writing, please state:
- (a) How the order(s) was/were placed
  - (b) The date(s) thereof
  - (c) By whom they were placed
  - (d) The dates(s) the goods were delivered
11. Please supply any other evidence you can offer to demonstrate that any contract between the Company and yourselves incorporated the clause you have notified to us in 1 above.

The completed questionnaire and supporting documentation should be emailed to [uk\\_thefloorroom\\_rot@pwc.com](mailto:uk_thefloorroom_rot@pwc.com)