



# Osprey Approach: Debt Recovery – Dishonoured Cheque Workflow

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The latest version is always online at  
<https://support.ospreyapproach.com/?p=22273>

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CHEQUE DISHONOURED

Proceedings Issued?

Please Select

Please Select

Yes

No

Cheque Cleared?

Please Select

Please Select

Yes

No - Delayed

No - Dishonoured

Dishonoured Cheque Date

Select a date

Dishonoured Cheque No

Dishonoured Cheque Amount

0.00

Chase dishonoured cheque?

Please Select

Please Select

Yes

No

☒ Submit

Cancel

CHEQUE DISHONOURED

Proceedings Issued?

Please Select

Please Select

Yes

No

Cheque Cleared?

Please Select

Please Select

Yes

No - Delayed

No - Dishonoured

Dishonoured Cheque Date

Select a date

Dishonoured Cheque No

Dishonoured Cheque Amount

0.00

Chase dishonoured cheque?

Please Select

Please Select

Yes

No

☒ Submit

Cancel

**Client Request Inst. re.**

# **Dishonoured Cheque**



Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD  
client\_no }/{ MERGEFIELD matter\_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ \\*  
MERGEFORMAT }

{ IF { MERGEFIELD LINKNAME\_TITLE\_1 }= "" "{ MERGEFIELD LINKNAME\_SURNAME\_1 }"  
"{ MERGEFIELD LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_INITIALS\_1 } {  
MERGEFIELD LINKNAME\_SURNAME\_1 }"  
{ MERGEFIELD CALCULATION\_ADDRESS }

Dear { IF { MERGEFIELD LINKNAME\_TITLE\_1 }= "" "Sirs" "{ MERGEFIELD  
LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 }" }

**Re: { MERGEFIELD MATTER MATTER\_DESCRIPTION }**

We write to advise that the latest cheque received from the Debtor has been dishonoured.

We have written to the Debtor warning that if payment in full of the sum due is not made within 7 days, further action will be taken.

Should the Debtor fail to make such payment, { IF { MERGEFIELD  
FW\_CLI\_INSTR\_FW\_ISSUE } = "Yes" "the action open to you would be to proceed to  
judgment/enforcement." "the action open to you now would be to issue proceedings against the  
Debtor, to recover the sum outstanding." }

Please confirm how you would wish us to proceed, should the Debtor fail to respond in the time limit provided.

Yours { IF { MERGEFIELD LINKNAME\_TITLE\_1 }= "" "faithfully" "sincerely" }

**{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }**

# **Debtor Dishonoured Cheque**

Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD  
client\_no }/{ MERGEFIELD matter\_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ \\*  
MERGEFORMAT }

{ IF { MERGEFIELD FW\_DEBTOR\_DETS\_FW\_DEBT\_CO\_NM }= "" "{ MERGEFIELD  
FW\_DEBTOR\_DETS\_FW\_DEBT\_TITLE } { MERGEFIELD  
FW\_DEBTOR\_DETS\_FW\_DEBT\_INT } { MERGEFIELD  
FW\_DEBTOR\_DETS\_FW\_DEBT\_SURN }" "{ MERGEFIELD  
FW\_DEBTOR\_DETS\_FW\_DEBT\_CO\_NM }" }  
{ MERGEFIELD FW\_DEBTOR\_DETS\_FW\_DEBT\_TR\_ADD }

Dear { IF { MERGEFIELD FW\_DEBTOR\_DETS\_FW\_DEBT\_CO\_NM }= "" "{ MERGEFIELD  
FW\_DEBTOR\_DETS\_FW\_DEBT\_TITLE } { MERGEFIELD  
FW\_DEBTOR\_DETS\_FW\_DEBT\_SURN }" "Sirs" }

**Re: { MERGEFIELD MATTER\_MATTER\_DESCRIPTION }**

We hereby give you notice under Section 49 of the Bills of Exchange Act 1882 that your cheque, as detailed below, has been refused by your bank.

Cheque dated	{ MERGEFIELD FW_DBTR_RESP_FW_DIS_CHQ_DT }
Cheque number	{ MERGEFIELD FW_DBTR_RESP_FW_DIS_CHQ_NO }
Amount	{ MERGEFIELD FW_DBTR_RESP_FW_DIS_CHQ_AMT \# "£,##.00;(£,##.00)" }

Interest is payable pursuant to the Supreme Court Act 1981 Section 35a at a rate of 8% per annum or at such rate as specified in the Bills of Exchange Act 1882 Section 57.

If payment of the above amount is not received within 7 days, made payable to { MERGEFIELD "PRACTICEINFO\_PRACTICE\_NAME" }, our client reserves the right to issue proceedings against you without further notice.

Yours { IF { MERGEFIELD FW\_DEBTOR\_DETS\_FW\_DEBT\_CO\_NM }= "" "sincerely"  
"faithfully" }



{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }