

ADDITIONAL INFORMATION

1. Total outstanding amount (please attach the payment plan):	
2. Additional documentation supporting the claim on the buyer/borrower (if applicable):	
3. Summary of correspondence with the buyer/borrower and the guarantor (if any) regarding the outstanding amount/s:	
4. Contact details of buyer/borrower and guarantor (if any):	

We confirm the following:

We have fulfilled our contractual obligations towards the buyer/borrower

Advance payment has been received (if applicable)

The buyer/borrower/guarantor has not presented any counter-claim or set-off claim

Guarantee holder's signature

Date	
Company name	Contact person (name, e-mail address and phone number)
Signature	Printed name