



**Deborah Burke Costing Limited**

Law Costs Draftsmen and Consultants

**COURIER COLLECTION REQUEST**

<b>From:</b>	<b>To: Maria Jenkinson</b>
Name of Firm:	<b>Deborah Burke Costing Ltd</b>
Office (if applicable):	<b>Fax: 01664 482867</b>
Contact telephone number:	<b>E-mail: enquiries@dbcosting.co.uk</b>
	<b>Date:</b>

Please arrange courier collection of the following files:

Fee earner (Name and initials)	Name(s) of file(s) (Including your reference)	Number of packages and approximate size (s=small, m=medium, l=large)

Please telephone (your contact name) .....  
to confirm the day and time of collection.

Thank you.

**Signature:** ..... **Printed Name:** .....

Please note: requests submitted by fax on or before Thursday at 5pm will usually be collected the following Monday. For urgent collections, individual arrangements can be made.

Please telephone 01664 482866 if you would like a master copy of this form sent to you by e-mail