

Catfoss Finance Limited
Completing our documents Guide

We offer a document checking service and encourage that documents be emailed to us at processing@catfossfinance.com **before signing** to avoid any delays at payout. Our staff are able to answer any queries on how to complete documents, and welcome any queries on 01377 258067.

LA1 & LA2 – Both of our non-regulated lease documents have a Data Input Sheet, simply fill in all of the fields on the data input sheet and it will auto populate the rest of the document. All figures entered on the data input sheet need to be NET figures as it will auto populate the VAT on the rest of the document.

VR OSG – Please complete all the blue fields on page 3 of 4 as well as the direct debit mandate on page 5.

If there is more than one asset please use an Inventory of Merchandise (Lease or HP accordingly)

Please see our separate guides for document signing instructions, we accept emailed signed copies of documents to payout, **the original documents must be posted to us on the same day as payout** by special delivery. We urge you to hold the original documents at payout rather than the customer as we cannot payout commission until we hold the originals.