

CITY AND SUBURBAN

MATTER:		
A. FIRM CITY & SUB ARE ACTING FOR		
Firm Name:	File Handler:	
Contact Phone:	Contact Fax:	
Return Postal Address:		
B. SETTLEMENT DETAILS		
Date:	Time:	
Location:		
Street Address:		
C. PARTIES ATTENDING		
Vendor:	Contact Phone:	
Purchaser:	Contact Phone:	
Incoming Financier:	Contact Phone:	
Outgoing Financier:	Contact Phone:	
D. DOCUMENTS AT SETTLEMENT		Action: e.g. collect, etc
1.		to:
2.		
3.		
4.		
5.		
6.		

E. CHEQUE DIRECTIONS	Amount	Action: e.g. hand over, etc
1.		to:
2.		
3.		
4.		
5.		
6.		
7.		



