

### Customer Instruction Sheet

<b>Fee Earner:</b> { MERGEFIELD "CALCULATION_FEE_EARNER_DESCRIPTION" }
<b>Ref Number:</b> { MERGEFIELD client_no }/{ MERGEFIELD matter_no }
<b>Matter Description:</b> { MERGEFIELD "MATTER_MATTER_DESCRIPTION" }

#### *Customer's Name & Address*

<b>Title:</b> { MERGEFIELD "LINKNAME_TITLE_1" }	<b>Initials:</b> { MERGEFIELD "LINKNAME_INITIALS_1" }
<b>Forename:</b> { MERGEFIELD "LINKNAME_FORENAME_1" }	<b>Surname:</b> { MERGEFIELD "LINKNAME_SURNAME_1" }
{ MERGEFIELD CLIENT_HOUSE }, { IF { MERGEFIELD CLIENT_AREA }= "" "" "{ MERGEFIELD CLIENT_AREA }, " } { MERGEFIELD CLIENT_POSTAL_TOWN }, { IF { MERGEFIELD CLIENT_COUNTY }= "" "" "{ MERGEFIELD CLIENT_COUNTY }, " } { MERGEFIELD CLIENT_POSTCODE }	
<b>Email:</b> { MERGEFIELD client_no }	
<b>Phone:</b> { MERGEFIELD "CALCULATION_PHONE" }	
<b>Mobile:</b> { MERGEFIELD "CALCULATION_MOBILE" }	

<b>Client Date of Birth:</b> { MERGEFIELD TK_PICLIENTINFO_tkCL_DOB }	<b>NI Number:</b> { MERGEFIELD TK_PICLIENTINFO_tkNINUMBER }
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#### *Accident Details*

<b>Accident Date:</b> { MERGEFIELD TK_ACCDETS_tkACCDATE }	<b>Accident Type:</b> { MERGEFIELD TK_ACCDETS_tkACCTYPE }
<b>Accident Location:</b> { MERGEFIELD TK_ACCDETS_tkACCLCATION }	<b>Require Physio or Medical Support?</b> { MERGEFIELD TK_PIINJMEDDETS_tkPHYSIO }
<b>Accident Injuries:</b> { MERGEFIELD TK_PIINJMEDDETS_TK_INJURIES }	<b>Accident Circumstances:</b> { MERGEFIELD TK_PIADDCLMEDETS_tkCLAIM_CIRCS }
<b>Accident Book/Recorded?</b> { MERGEFIELD TK_PIADDCLMEDETS_tkACCBOOK }	<b>Photos?</b> { MERGEFIELD TK_PIADDCLMEDETS_tkPHOTOS }
<b>GP Name &amp; Address:</b> { MERGEFIELD TK_PIINJMEDDETS_tkGPNAME } { MERGEFIELD TK_PIINJMEDDETS_tkGPSURGERY }	<b>Hospital:</b> { MERGEFIELD TK_PIINJMEDDETS_tkHOSPITAL_name } { MERGEFIELD TK_PIINJMEDDETS_tkHOSPITAL_address }