

Customer Instruction Sheet

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

Customer's Name & Address

Title: { MERGEFIELD "LINKNAME_TITLE_1" }	Initials: { MERGEFIELD "LINKNAME_INITIALS_1" }
Forename: { MERGEFIELD "LINKNAME_FORENAME_1" }	Surname: { 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 }	
Email: { MERGEFIELD client_no }	
Phone: { MERGEFIELD "CALCULATION_PHONE" }	
Mobile: { MERGEFIELD "CALCULATION_MOBILE" }	

Client Date of Birth: { MERGEFIELD TK_PICLIENTINFO_tkCL_DOB }	NI Number: { MERGEFIELD TK_PICLIENTINFO_tkNINUMBER }
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Accident Details

Accident Date: { MERGEFIELD TK_ACCDETS_tkACCDATE }	Accident Type: { MERGEFIELD TK_ACCDETS_tkACCTYPE }
Accident Location: { MERGEFIELD TK_ACCDETS_tkACCLCATION }	Require Physio or Medical Support? { MERGEFIELD TK_PIINJMEDDETS_tkPHYSIO }
Accident Injuries: { MERGEFIELD TK_PIINJMEDDETS_TK_INJURIES }	Accident Circumstances: { MERGEFIELD TK_PIADDCLMDETS_tkCLAIM_CIRCS }
Accident Book/Recorded? { MERGEFIELD TK_PIADDCLMDETS_tkACCCBOOK }	Photos? { MERGEFIELD TK_PIADDCLMDETS_tkPHOTOS }
GP Name & Address: { MERGEFIELD TK_PIINJMEDDETS_tkGPNAME } { MERGEFIELD TK_PIINJMEDDETS_tkGPSURGERY }	Hospital: { MERGEFIELD TK_PIINJMEDDETS_tkHOSPITAL_name } { MERGEFIELD TK_PIINJMEDDETS_tkHOSPITAL_address }