

SEARCH DIRECT UK LIMITED

*Solutions Provider for
Conveyancing Professionals*



Search Direct South Wales

ConveyIT House, 28 Coity Road, Bridgend, CF31 1LR
DX 38024 Bridgend Tel 0800 0743771 Fax 0800 0852678
mail@sdsd.co.uk www.sdsd.co.uk

G.W.S Legal Services

Connies House, Rhymney River Bridge Road, Cardiff, CF23 9AF
DX 33047 Cardiff Tel 02920 470707 Fax 02920 470747
gws_services@btconnect.com www.gwslegalservices.com

Dear Client,

We are currently updating our records in order to improve our service to all our clients. We are mindful that, for us to provide the highest standard, it is essential that we have the correct information on file.

We are therefore asking you to take the time to check and complete the enclosed information sheet regarding your firm.

With up to date information we can then strive to ensure that the most appropriate and effective method of communications are used in the processing of your searches and in dealing with each individual.

On return of this information sheet our **latest newsletter**, **our up-to-date pricelist** and **new order forms** will be sent out to each of your listed individuals in the conveyancing department.

As an added incentive, all forms returned will be entered into a **prize-draw** and the winning firm will receive a **case of champagne**.

Yours sincerely

C R John
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CF31 1LR
DX 38024 Bridgend

*Please complete the following boxes
with the essential information
concerning your firm.*

Please amend the details of your address, if necessary:

Tel:	
Fax:	

Please complete the following table with the designated members of the conveyancing department

Position	Name	Email	Search Order Forms on:	Preferred Method of Contact:
Solicitor			Paper <input type="checkbox"/>	Post / DX <input type="checkbox"/>
			or <input type="checkbox"/>	Email <input type="checkbox"/>
			CD <input type="checkbox"/>	Phone <input type="checkbox"/>
Assistant			Paper <input type="checkbox"/>	Post / DX <input type="checkbox"/>
			or <input type="checkbox"/>	Email <input type="checkbox"/>
			CD <input type="checkbox"/>	Phone <input type="checkbox"/>
Assistant			Paper <input type="checkbox"/>	Post / DX <input type="checkbox"/>
			or <input type="checkbox"/>	Email <input type="checkbox"/>
			CD <input type="checkbox"/>	Phone <input type="checkbox"/>
Solicitor			Paper <input type="checkbox"/>	Post / DX <input type="checkbox"/>
			or <input type="checkbox"/>	Email <input type="checkbox"/>
			CD <input type="checkbox"/>	Phone <input type="checkbox"/>
Assistant			Paper <input type="checkbox"/>	Post / DX <input type="checkbox"/>
			or <input type="checkbox"/>	Email <input type="checkbox"/>
			CD <input type="checkbox"/>	Phone <input type="checkbox"/>
Assistant			Paper <input type="checkbox"/>	Post / DX <input type="checkbox"/>
			or <input type="checkbox"/>	Email <input type="checkbox"/>
			CD <input type="checkbox"/>	Phone <input type="checkbox"/>
Solicitor			Paper <input type="checkbox"/>	Post / DX <input type="checkbox"/>
			or <input type="checkbox"/>	Email <input type="checkbox"/>
			CD <input type="checkbox"/>	Phone <input type="checkbox"/>
Assistant			Paper <input type="checkbox"/>	Post / DX <input type="checkbox"/>
			or <input type="checkbox"/>	Email <input type="checkbox"/>
			CD <input type="checkbox"/>	Phone <input type="checkbox"/>
Assistant			Paper <input type="checkbox"/>	Post / DX <input type="checkbox"/>
			or <input type="checkbox"/>	Email <input type="checkbox"/>
			CD <input type="checkbox"/>	Phone <input type="checkbox"/>

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			or		Email	<input type="checkbox"/>
			CD	<input type="checkbox"/>	Phone	<input type="checkbox"/>
Assistant			Paper	<input type="checkbox"/>	Post / DX	<input type="checkbox"/>
			or		Email	<input type="checkbox"/>
			CD	<input type="checkbox"/>	Phone	<input type="checkbox"/>
Solicitor			Paper	<input type="checkbox"/>	Post / DX	<input type="checkbox"/>
			or		Email	<input type="checkbox"/>
			CD	<input type="checkbox"/>	Phone	<input type="checkbox"/>
Assistant			Paper	<input type="checkbox"/>	Post / DX	<input type="checkbox"/>
			or		Email	<input type="checkbox"/>
			CD	<input type="checkbox"/>	Phone	<input type="checkbox"/>
Assistant			Paper	<input type="checkbox"/>	Post / DX	<input type="checkbox"/>
			or		Email	<input type="checkbox"/>
			CD	<input type="checkbox"/>	Phone	<input type="checkbox"/>
Solicitor			Paper	<input type="checkbox"/>	Post / DX	<input type="checkbox"/>
			or		Email	<input type="checkbox"/>
			CD	<input type="checkbox"/>	Phone	<input type="checkbox"/>
Assistant			Paper	<input type="checkbox"/>	Post / DX	<input type="checkbox"/>
			or		Email	<input type="checkbox"/>
			CD	<input type="checkbox"/>	Phone	<input type="checkbox"/>
Assistant			Paper	<input type="checkbox"/>	Post / DX	<input type="checkbox"/>
			or		Email	<input type="checkbox"/>
			CD	<input type="checkbox"/>	Phone	<input type="checkbox"/>
Solicitor			Paper	<input type="checkbox"/>	Post / DX	<input type="checkbox"/>
			or		Email	<input type="checkbox"/>
			CD	<input type="checkbox"/>	Phone	<input type="checkbox"/>
Assistant			Paper	<input type="checkbox"/>	Post / DX	<input type="checkbox"/>
			or		Email	<input type="checkbox"/>
			CD	<input type="checkbox"/>	Phone	<input type="checkbox"/>
Assistant			Paper	<input type="checkbox"/>	Post / DX	<input type="checkbox"/>
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