

## BFP DOCUMENT SERVICES

The Old Smithy  
Blacksmith's Yard  
Rolleston-on-Dove  
Burton-on-Trent  
Staffordshire  
DE13 9DG

T: 0845 602 7318

E: [info@fundingportal.co.uk](mailto:info@fundingportal.co.uk)

W: [www.fundingportal.co.uk](http://www.fundingportal.co.uk)

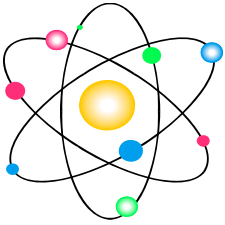
### SEQUENCE OF EVENTS FOR SIGNING

Introducer approaches BFP Document Services to utilise services	Phone / email
BFP forwards contract for introducer to sign	Email
Introducer returns signed contract	Fax / email / post
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Introducer sends detailed signing instruction to BFP	Email / fax
BFP confirms signing agent in appropriate area.	Usually immediate confirmation
Introducer forwards payment	Cheque / bacs (credit card facility coming soon)
BFP instructs signing agent And forwards detailed instructions	Email
Signing agent contacts customer and arranges visit	
Introducer ensures customer is FULLY Appraised of signing requirements	OPTION to copy in BFP to check coherency of info
Signing agent visits customer and signs / collect documentation is strict accordance with written instructions.	At earliest opportunity

### **BUSINESS FUNDING PORTAL LTD**

Registered Office: as trading address

Registered Number: 6471974 DPA registration Z1337224



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Signing agent forwards all documentation to address dictated by introducer

Registered or courier, unless otherwise requested

Signing agent and BFP delete all customer contact and documentation info

**EMAIL FOR INSTRUCTIONS [docs@fundingportal.co.uk](mailto:docs@fundingportal.co.uk)**

START TO FINISH CAN BE ACHIEVED IN 48 HOURS

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