



LETTER OF INSTRUCTION  
Writ of Enforcement

TO: WESTERN CIVIL ENFORCEMENT AGENCY  
Unit 126, 1111 – 6<sup>th</sup> Ave S.W.  
CALGARY T2P 5M5

PHONE: 403-236-2566  
FAX: 403-236-2275  
western@civilenforcement.com

Name of Creditor(s) \_\_\_\_\_

Name of Debtor(s) \_\_\_\_\_

Number of Debtor(s) \_\_\_\_\_

Address of Debtor(s) \_\_\_\_\_

Debtors Employer \_\_\_\_\_

Amount of Writ of Enforcement \$ \_\_\_\_\_

Amount to seize for (if different than above) \$ \_\_\_\_\_

Specific asset(s) to be seized: \_\_\_\_\_

Seized assets are to be (mark one):

- placed seized property in storage
- leave seized property under Bailee's Undertaking
- sale of land

**PLEASE ATTACH A COPY OF YOUR WRIT OF ENFORCEMENT AND PPR VERIFICATION STATEMENT.  
IF THIS IS A SALE OF LAND PLEASE ALSO ATTACH A COPY OF THE CERTIFICATE TITLE.**

We the undersigned hereby indemnify Western Civil Enforcement Agency Inc. and its agents and employees in respect to its fees, charges, expenses and any claims for damages that might be incurred in respect of any function or duty carried out under the *Civil Enforcement Act*, or any other act during the term of this agreement. This indemnity does not extend to any proven liability arising from the negligence of willful misconduct of Western Civil Enforcement Agency Inc. Should litigation occur the Customer agrees to provide further indemnities and bonds and to provide or fund any legal representation required by Western Civil Enforcement Agency Inc. and the cost of legal action against Western Civil Enforcement Agency Inc. The customer agrees to pay all solicitor-client costs of Western Civil Enforcement Agency Inc. should the Customer default in paying any costs arising from this agreement. We authorize Western Civil Enforcement Agency Inc. and your civil enforcement agency to act as our agent to perform the necessary searches and to complete any documentation necessary for seizure to be affected in this matter.

Instructing Client/Company Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Credit Information:**

Card Name: \_\_\_\_\_

Expiration: \_\_\_\_\_

Card Number: \_\_\_\_\_

CVV Code: \_\_\_\_\_

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date