

B: Legal proceedings Matrix Printers Limited has not replied to the letter you prepared intimating the claim (known as a letter of claim). Some of these words are still used, having proved through time to be particularly apt and descriptive, thereby having become standard or 'stock' phrases. These are: A Claim Form Particulars of Claim Both of these documents are known as statements of case. It is now necessary therefore to commence legal proceedings. In order to do so it is necessary to draft two documents in particular. You should however always consider carefully whether there is a plain English alternative