

BIDWELL HENDERSON

COSTS CONSULTANTS LIMITED

SENDING FILES TO BIDWELL HENDERSON

1. Files can be sent to us through the DX to:
Bidwell Henderson Costs Consultants
DX 16906
Alfreton
 - Please email admin@bidwellhenderson.co.uk to advise us that you are sending files over.
 - We will confirm when files have been received.
2. Contact our Administration team at admin@bidwellhenderson.co.uk to arrange a courier:
 - We will arrange to send a courier in to collect the files directly from you.
 - We will email over to you labels to attach to each box.
 - Please make sure all labels and boxes are securely taped and fastened.
3. Information Bidwell Henderson requires from you:
 - Letter of Instruction or Instruction Sheet with each file.
 - Time and finance ledgers with each file.
4. Email admin@bidwellhenderson.co.uk with paperless files
 - We will require the client name and reference along with any attachments that need to be sent.

Administration Office Details:

Mike Hopkinson – Office Manager

Gemma James - Administration

Chelsea Allcock – Administration

Katie Stewart – Consultant Liaison Manager

Emily Jeffs - Administration

Address: 1-3 High Street

Alfreton

Derbyshire

DE55 7DR

Tel: 03333 441654

Email: admin@bidwellhenderson.co.uk

