



Accounts Receivable Management Specialists

DB#:

COMMERCIAL COLLECTION ASSIGNMENT FORM

YOUR INFORMATION		DATE:	
YOUR COMPANY NAME:		CLIENT #:	
COLLECTION ACTIVITY AUTHORIZED BY:		SIGNATURE:	
ACCOUNT DETAILS			
YOUR CUSTOMER ACCOUNT No.: _____		DATE OF LAST CHARGE / DELINQUENCY: (REQUIRED FOR CREDIT BUREAU REPORTING)	
TOTAL CLAIM: \$ _____		DEBTOR'S BANK: _____ ACCOUNT NUMBER: _____	
INTEREST RATE TO BE CHARGED: _____ % P/A		IS THERE A SIGNED CONTRACT? ___ YES ___ NO	
IS THERE A SETTLEMENT AMOUNT AUTHORIZED IF AN ACCOUNT MAY BE SETTLED QUICKLY?		DEBT INCURRED BY:	
\$ _____ OR _____ % OF THE TOTAL CLAIM		___ GOODS PURCHASED ___ SERVICES RENDERED	
ASSIGNMENT TYPE (CHOOSE ONE):		___ LEASE ___ RENTAL	
___ FINAL NOTICE ___ PRE-COLLECT ___ FULL COLLECT		___ OTHER - DETAILS: _____	
COMMERCIAL (BUSINESS) DEBTOR INFORMATION			
LEGAL NAME OF BUSINESS:		TRADE NAME / STYLE :	
ADDRESS:		PHONE NUMBER:	
		FAX NUMBER:	
		IS THERE A CREDIT APPLICATION? ___ YES ___ NO	
CONTACT FOR BUSINESS ABOVE:		IS THERE A PERSONAL GUARANTEE? ___ YES ___ NO	
		APPLICATION AND / OR GUARANTEE SIGNED BY:	
OTHER INFORMATION:			

* TERMS AND CONDITIONS – COMMISSIONED COLLECTION SYSTEM ONLY (FOR COMPLETE DETAILS PLEASE SEE SCHEDULE OF COLLECTION TERMS AND FEES) REGULAR COMMISSION WILL BE BILLED AT PREVAILING RATES AND/OR DEDUCTED FROM FUNDS AVAILABLE. THE CREDITOR AGREES TO REPORT IMMEDIATELY, EVERY PAYMENT OR RETURN OF GOODS, MADE TO THE CREDITOR. COMMISSION APPLIES ON ACCOUNTS PAID TO OUR AGENCY OR TO THE CREDITOR AND ON THE VALUE OF GOODS RETURNED TO THE CREDITOR. LEGAL ACTION WILL NOT BE COMMENCED WITHOUT AUTHORIZATION OF THE CREDITOR, UNLESS PREVIOUSLY ARRANGED. ALL COURT COSTS AND LEGAL FEES ARE THE RESPONSIBILITY OF THE CREDITOR. UPON 90 DAYS WRITTEN NOTICE, THE AGENCY AGREES TO RETURN TO THE CREDITOR, ALL ACCOUNTS UPON WHICH NO PAYMENT OR ARRANGEMENTS TO PAY HAVE BEEN MADE.

LEADERS IN ACCOUNTS RECEIVABLE MANAGEMENT SERVICES

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