

ACCOUNT PLACEMENT FORM

Date: _____

1. Your information:

Company Name: _____

Phone: _____

Contact: _____

Fax: _____

Address: _____

E-mail: _____

City / State / Zip: _____

2. Debtor Information:

Debtor Company: _____

Customer Account Number: _____

Contact Person(s): _____

Principal Balance: _____

Address: _____

Oldest Unpaid Invoice Date: _____

City / State / Zip: _____

Phone / Cell Number: _____

*We will calculate, add and pursue finance charges and the collection fee in addition to principal and interest.

3. Please Provide the Following Information (if available):

1. Statement of Account or Copy of Invoice(s)
2. Credit Application
3. Personal Guarantee
4. Collector Notes Printout
5. Copy of Prior Check
6. Disputed? Yes No
7. Select Method Of Collection: Routine Aggressive Legal

4. Additional Comments:

THE FOUR-STEP PLACEMENT FORM

We'd like to help you collect your money as quickly as possible. Start the collection process today – we can recover the money for you. Please complete this form and provide the documents/information listed in Section 3 and email or fax them to our offices at info@stevensricci.com or fax 520-546-1062.

We will immediately process your claim upon receipt. If we have any questions – or require more information – we'll contact you for clarification. You will receive a confirmation email from us before we get started. All account information is held within the strictest confidence at Stevens & Ricci.

We thank you in advance for the opportunity to serve your collection needs.