

# COLLECTION SERVICES REQUEST



## Debtor Details

<b>Debtor Company</b>		<b>Debtor Co. Contact</b>	<b>Is the Debtor Company Out-of-Business?</b>	<b>Is the claim disputed?</b>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Debtor Co. Address</b>		<b>Debtor Co. Phone</b>	<b>Is mail returned?</b>	<b>Date of Last Payment Made</b>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Debtor City</b>		<b>Debtor Cell Phone</b>	<b>Claim Amount</b>	<b>Details of Dispute/Additional Comments</b>
<b>Debtor State</b>	<b>Zip</b>	<b>Debtor Alt. Phone</b>	<b>Amount Paid</b>	
<b>Debtor Email:</b>		<b>Fax Number</b>	<b>Date Incurred</b>	

## Supporting Documents

<b>I understand documentation improves collection results. I'm providing these documents to support collection efforts.</b>		
<input type="checkbox"/> STATEMENTS	<input type="checkbox"/> NSF CHECKS	<input type="checkbox"/> WRITTEN QUOTE
<input type="checkbox"/> INVOICES	<input type="checkbox"/> CREDIT APPLICATION	<input type="checkbox"/> PERSONAL GUARANTEE
<input type="checkbox"/> PURCHASE ORDERS	<input type="checkbox"/> CORRESPONDENCE	<input type="checkbox"/> CONTRACT(S)

## Submitting Company

<b>Company Name</b>		<b>Representative's Name</b>	
<b>Address</b>		<b>Title</b>	<b>Phone</b>
<b>City</b>	<b>Zip</b>	<b>Email</b>	<b>Alt. Phone</b>

Please complete the form, and send it by email to [info@picb-us.com](mailto:info@picb-us.com) or by fax to 847-265-4377. All support documentation should be sent to PICB along with this form.

### FEE STRUCTURE

All fees assessed are based upon a percentage of the amount collected according to the chart below. **Cancellation Policy:** Collection services cancelled after work has begun are assessed to the applicable percentage below of the full claim amount.

	NON-MEMBERS	MEMBERS
<b>AGENCY RECOVERY</b>	20%	18%
<b>ATTORNEY ASSISTED RECOVERY</b>	38%	33%

**Legal Assistance:** No claims are referred to a lawyer without client permission. All court costs are requested in advance and are the responsibility of the creditor. The lawyer assigned will make every effort to collect what is due prior to recommending any legal action. **Court Costs:** Litigation expenses are NOT collection fees. They are the responsibility of the creditor and must be paid in advance of any filing or court action. The lawyer assigned to your case will file no action before receiving the funds to cover costs. Should the creditor deem the case not suit-worthy, and choose to close the matter, the case WILL NOT incur a cancellation fee. Funds advanced for legal costs are used to pay the various court and sheriff fees incurred while pursuing your rights. Remaining unused funds or funds associated with court costs that are recovered through litigation are refunded.

The following are exceptions to the above fee structure. Fees will be determined independently based upon circumstances:

- Debtor is located in a foreign country.
- Case involves defense of a counter-claim.
- Any secondary actions.
- Any non-collection referrals.

Thank you for submitting your request to Printing Industry Credit Bureau.

**Print and Fax Form**

**Email Form**