

PROCEED DATE:

DEBTORS INFORMATION

CREDITORS INFORMATION

Debtor:	Creditor:
ID#:	Address:
Address (H)	
Place of Employment:	City:
Work Address:	Telephone:
Telephone: (H) (W)	Facsimile:
(Cell) (Fax)	Email:
Email:	
Other Related Information:	

**CLAIMS DEPARTMENT**

Unless Creditel is notified of payment in full of the debt claimed, Creditel is authorized as our Agent to proceed with full collection procedures. In the event that this claim is transferred to an Attorney-At-Law and I/we have not designated one, as a convenience to us/me Creditel is authorized as Agent to do so. Creditel is authorized to deduct all initial outlay cost/disbursement/court cost and any other cost from sums due to us / me from the Payments/Settlements received on our/my behalf. We/I further understand and agree that all Legal action/suit fee will be charged separate and distinct for the Attorney in addition to the regular Collection Fee.

Name: \_\_\_\_\_  
 PLEASE PRINT

Date: \_\_\_\_\_

DEBTORS INFORMATION	DOCUMENTATION
<b>Account number</b>	<b>To assist in the handling of this claim we are providing:</b> Statement(s) <input type="checkbox"/> Invoice(s) <input type="checkbox"/> Returned Cheque(s) - Original <input type="checkbox"/> Credit Application(s) <input type="checkbox"/> Copy/copies of Agreement <input type="checkbox"/> Proof of delivery <input type="checkbox"/> Copies of all other related documents <input type="checkbox"/>
<b>Principal / Owner</b>	
<b>Key Contact</b>	
<b>Debtors Bank</b>	
<b>Date of oldest invoice</b>	
<b>Date of last payment</b>	
<b>EXPERIENCE WITH DEBTORS</b>	
<b>COMMENTS</b>	