



COLLECTION SERVICES REQUEST

Debtor Details

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

Supporting Documents

I understand documentation improves collection results. I'm providing these documents to support collection efforts.		
<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

Today's date:

Company Name		Representative's Name		Title	Email
Address		City	State	Zip Code	Phone

FEE STRUCTURE:

PICB fees are all contingent upon collections.
We charge 18% for recoveries by the agency **OR** 33% should legal assistance be required and approved

Submit completed form by:

1. **Fax** – Print and Fax Form to 847-265-4377
2. **Email** - Save completed form to your computer, open your email and send it as a attachment to info@picb-us.com

All support documentation should be sent to PICB along with this form.

Thank you for
submitting your request to
Printing Industry Credit Bureau

Cancellation policy: Claims cancelled after work has begun will be subject to the full fee as stated above
Legal assistance: No claims are forwarded to a lawyer without client's permission and 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 be taken and will file no action without having received the costs in advance. Should the creditor deem the case not suit worthy and chooses to close the matter at that time, the case WILL NOT incur a cancellation fee.

Court costs vary in each jurisdiction and range between \$400 – 1500.00.

Costs advanced are used to pay the various court and sheriff fees incurred to pursue your rights. Unused costs, or costs recovered through litigation are refunded.

Exceptions to the above will apply for the following reasons which may result in either hourly rates being required or a retainer and/or a higher contingency fee being requested. Exceptions are discussed prior to a creditor incurring additional costs and fees – except for the defense of a counter-claim which is an unforeseeable circumstance of litigation.

- If your debtor is located in a foreign country.
- Defense of a counter-claim.
- Any secondary actions.
- Any non-collection referrals.