



Collection Associates Ltd.

Helpful Information to Provide When Placing Accounts

Commercial Accounts

**Debtor Name**

**Balance Due**

**Address**

Phone #'s (Office, Cell)

Contact Person(s)

Owner(s)

Whether company is Inc., LLC, Non-profit, Sole proprietorship

Federal ID #

**Copy of Bill/Invoice**

Date of Service

List of Payments

Reason for non-payment

Attorney information (if debtor is represented by an attorney)

Any notes on the file

The **bolded** information is what we absolutely need. Any other information is simply helpful to us in the process of recovering your money.