



## HOW IT WORKS

### PHASE ONE

Within 24 hours of placing your account the following will happen:

- Your account is immediately placed into the hands of our staff collectors.
- The first of four letters is sent to the debtor informing them of the placement of your file with our office.
- Our collectors will attempt to make contact with your debtor(s) and produce resolution to the matter.

Expect our collectors to place daily phone calls the first 0-14 days in an attempt to contact the debtor. During this period our investigators will also be engaged in skip tracing to find current phone numbers,

### PHASE TWO

Upon our office sending your case to a local attorney within our network, you can expect the following:

- The receiving attorney will immediately draft the first of several letters to the debtor, on their law firm's letter head demanding the payment owed to you.
- The receiving attorney's office or one of their staff members will directly start contacting the debtor via telephone in addition to their office's letter series being initiated.

If all attempts to reach a conclusion to the account continue to fail, we will contact you explain the issues surrounding the case and what we recommend for the next and final step.

### PHASE THREE

Our recommendations will be one of two things:

- If after a thorough investigation of the facts surrounding the case and the debtor's assets, we determine the possibility of recovery is not likely, we will recommend the closure of the case.
- If our investigation shows the case is viable for proceeding with legal action, you will have a decision to make.
- *If your decision is to not proceed with legal action, we will drop the case and you will owe our office or our affiliated attorneys absolutely nothing.*

If you decide to proceed with legal action, you will be required to pay the upfront legal costs such as court costs, filing fees, etc. Upon payment of these funds our affiliated attorney will file a lawsuit on your behalf for all monies owed; including but not limited to, the cost to file this action. If our attempts to collect via litigations fail, the case will be closed. You will owe nothing to our firm or to our affiliated attorney.

**Fact: The final step allows you to legalize the debt and execute wage garnishments, bank levy, and asset seizure.**

**The Collection Firm, Inc.**

Tel: 877-477-6699

Fax: 877-395-6245



THE  
**COLLECTION FIRM**  
GLOBAL DEBT COLLECTION

**IF WE DO COLLECT, YOU OWE US THE FOLLOWING:**

30% OF THE AMOUNT COLLECTED ON ACCOUNTS UNDER 1 YEAR IN AGE

40% OF THE AMOUNT COLLECTED ON ACCOUNTS OVER 1 YEAR IN AGE

50% ON ALL ACCOUNTS UNDER \$1,000.00

PERCENTAGES BASED ON DATE OF DELINQUENCY

**TO PLACE A CLAIM:**

SCAN PAGE 3 AND 4 OF THIS DOCUMENT AND EMAIL BACK

FAX PAGE 3 AND 4 OF THIS DOCUMENT TO 877-395-6245

IF YOU HAVE ANY QUESTIONS IN REGARDS TO THIS INFORMATION PACK PLEASE CONTACT  
OUR OFFICE AT: **877-477-6699**

**The Collection Firm, Inc.**

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Fax: 877-395-6245



THE  
COLLECTION FIRM  
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## Client Account Placement Form

### Your Information:

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Main Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

### Your Debtor Information:

Company/Debtor Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Main Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Amount Owed: \$ \_\_\_\_\_

Service Provided \_\_\_\_\_

Reason for not paying: \_\_\_\_\_

Date of Delinquency: \_\_\_\_/\_\_\_\_/\_\_\_\_

Any Signed Contract: \_\_\_\_\_ Have You Received Any Payments? \_\_\_\_\_

Are there any bad checks (please circle) Yes No

If yes

Amount: \$ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount: \$ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Is this a Judgment (please circle) Yes No

If yes:

Date when Judgment was obtained: \_\_\_\_/\_\_\_\_/\_\_\_\_

Any additional information that would further help in your collection please provide below:

\_\_\_\_\_

**The Collection Firm, Inc.**

Tel: 877-477-6699

Fax: 877-395-6245



THE  
COLLECTION FIRM  
GLOBAL DEBT COLLECTION

# Account Placement Agreement

THIS AGREEMENT IS MADE BETWEEN THE COLLECTION FIRM, Inc. HEREIN REFERRED TO AS "TCF" & \_\_\_\_\_ (Name), agent of \_\_\_\_\_ (Company) HEREIN REFERRED TO AS "CLIENT".

1. Upon placement of claim(s), where a Debtor owes funds to CLIENT. TCF will use its best efforts to expeditiously collect the claim on behalf of CLIENT. TCF agrees to charge a commission only on funds actually paid by Debtor to TCF or Client and not the actual amount owed, subject to the provisions of paragraphs 4, 5 and 7 below.
2. CLIENT warrants the validity, amount and authenticity of all claims and accounts placed with TCF for collection. Upon request by TCF, CLIENT agrees to forward documentation to TCF to prove the amount, and authenticity of the claim when requested.
3. **Any and all communication with the debtor by the CLIENT must cease and desist as of the date of this Agreement. All communication must be made solely through TCF**
4. TCF shall notify CLIENT of any settlement offers received by TCF and no settlement offer shall be accepted by TCF without CLIENT'S express consent.
5. CLIENT may withdraw a claim placed with TCF **ONLY** where (a) there has been no activity on the account in the preceding sixty (60) days and (b) the claim is not in litigation or involved in an insolvency proceeding. All withdrawals must be done via fax to 877-395-6245 by CLIENT and any commission then due and payable to TCF must be paid before the claim is deemed withdrawn. Any claim canceled by CLIENT while payments are being made by debtor will be billed by TCF for the full anticipated commission due TCF on the entire amount of the original claim assigned to TCF There is a fee of 10% of the principal balance of the account for administrative, initiation and clerical expense on all accounts withdrawn by CLIENT not in accordance with the provisions of paragraph 5a and 5b.
6. CLIENT shall report all direct payments made by Debtor to CLIENT to TCF within three (3) business days of receipt of payment by CLIENT via fax to 866-466-5764 , and the commission due TCF on the direct payment shall be remitted to TCF within twenty one (21) days.
7. Client authorizes TCF to endorse checks and money orders received in payment of claims assigned to the Agency for collection and to deduct contingency fees on claims paid directly to the Client from any monies received by the Agency.
- 8.. All claims placed with TCF by CLIENT, regardless of amount, previous collection efforts or the debtor's country of origin shall be billed by TCF to CLIENT at a rate of **30%** of any and all funds collected by TCF . All claims placed with TCF by CLIENT that are over one (1) year in age shall be billed by TCF to CLIENT at a rate of **40%** of any and all funds collected by TCF Any claim, under \$1,000.00 in amount owed or claim regardless of age that requires litigation, second placements, or any judgment entered in favor of Client and then placed with TCF shall be collected at a rate of shall be collected at a rate of **50%**.
9. Any merchandise returned to CLIENT by Debtor after initial contact by TCF shall entitle TCF to a commission equal to 10% of the actual invoiced amount when equipment was purchased.
10. Any claim placed with TCF by CLIENT that is discovered to have been previously paid by Debtor or placed by CLIENT error will be billed by TCF to Client at a rate of 10% of the claim as an administrative, clerical and initiation fee.
11. TCF Shall account to CLIENT on a monthly basis all funds collected by TCF on CLIENT'S behalf and all remittances and/or invoices will be sent at this time.
12. CLIENT grants to TCF and any attorney or collection firm that TCF may forward client's case to express authority to endorse and negotiate any check, draft or other negotiable instrument made payable to CLIENT for deposit for distribution to CLIENT after deducting the commission and fees due TCF under this agreement.
13. CLIENT understands that TCF may at their discretion forward a case or a claim to an outside law firm or collection network to assist in the recovery of said account and hereby grants TCF permission to do so. It is further understood that CLIENT must give TCF approval in the event that such a transfer will result in additional charges.
14. In no event shall TCF be liable in any respect for the inability to collect any account placed with TCF by CLIENT for collection. It is understood and agreed that TCF is not a guarantor of any specific result on accounts placed by CLIENT.
15. TCF agrees and shall hold harmless CLIENT from any claim, demand, action, cost or judgment, including a reasonable attorney's fee arising out of any action done or failing to be done by TCF in connection with the collection of any claim(s) place with TCF by CLIENT for collection.
16. This agreement shall be construed in accordance with the laws of the State of Florida. In the event that any provision hereof is found to be invalid or unenforceable, then that provision shall deemed to be severed and removed and the remaining provisions shall remain valid and in full effect.

Agreed on this date \_\_\_\_/\_\_\_\_/\_\_\_\_ For CLIENT.  
(Sign your name)

\_\_\_\_\_  
(Position with Company)