



**A FULL SERVICE ACCOUNTS RECEIVABLE MANAGEMENT & COLLECTION FIRM**

P.O. Box 38, Drums, PA 18222 • 800-542-5173 • 570-788-6005 • Fax 570-788-3258

## ACCOUNT PLACEMENT FORM

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

Your Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Authorized By (Signature Required): \_\_\_\_\_

### **DEBTOR INFORMATION:** \_\_\_\_\_

Name		
Address		
City/State/Zip		
Responsible Owner/Officer		
<b>Outstanding Balance</b>		
Phone #	Home Phone #	Fax #

We the creditor, authorize J.K.M. Credit Services to proceed with the collection of this account which we certify to be legally unpaid and valid in all respects.

BY REQUESTING J.K.M. CREDIT SERVICES TO COLLECT A LEGAL UNPAID BALANCE, YOU AUTHORIZE J.K.M. CREDIT SERVICES TO ENDORSE ALL CHECKS, NOTES, MONEY ORDERS, OR DRAFTS, IN YOUR COMPANY'S NAME WHICH ARE RECEIVED AS A RESULT OF OUR COLLECTION PROCESS, AND DEPOSIT SAME IN OUR TRUST ACCOUNT. DEDUCTION OF OUR FEE WILL BE MADE AT TIME OF REMITTANCE AND WILL BE ITEMIZED ON YOUR STATEMENT FOR YOUR CONVENIENCE. ALL DIRECT PAYMENTS MADE TO YOU, OR THE INVOICE VALUE OF RETURNED MERCHANDISE MADE TO YOU, MUST BE PROMPTLY REPORTED TO J.K.M. CREDIT SERVICES AND WILL ALSO BE DEDUCTED BEFORE REMITTANCE IS MADE FOR SAME SAID PERIOD. IF ALL PAYMENTS DURING A SAID PERIOD ARE DIRECT PAYMENTS TO YOU, YOU WILL RECEIVE A STATEMENT REFLECTING J.K.M. CREDIT SERVICES FEE WHICH IS PAYABLE WITHIN 10 DAYS NET.

WHEN YOU SUBMIT AN ACCOUNT TO J.K.M. CREDIT SERVICES FOR COLLECTION, YOU AUTHORIZE J.K.M. CREDIT SERVICES TO PURSUE COLLECTION OF THAT ACCOUNT IN YOUR NAME UNTIL SUCH TIME AS THE ACCOUNT IS PAID IN FULL, THE AMOUNT IS NEGOTIATED AND PAID, OR UNTIL SUCH TIME AS J.K.M. CREDIT SERVICES ADVISES THAT THE ACCOUNT IS UNCOLLECTIBLE. IF WE ADVISE AN ACCOUNT IS UNCOLLECTIBLE, WE CLOSE OUR FILE. IF, HOWEVER, YOU WISH TO WITHDRAW AN ACCOUNT WHICH IS IN COLLECTION PROCESS, YOU WILL BE CHARGED AT THE REGULAR RATE WHICH THE ACCOUNT WAS ACKNOWLEDGED AT. IF YOU SUBMIT AN ACCOUNT AND IT IS PROVEN THAT PAYMENT WAS MADE PRIOR TO OUR HANDLING, A FINDERS FEE WILL BE CHARGED AT THE RATE OF 15% OF THE AMOUNT SUBMITTED FOR COLLECTION. YOU FURTHER AGREE TO PAY A 1 1/2% MONTHLY SERVICE CHARGE ON ANY BALANCE REMAINING UNPAID FOR A PERIOD OF THIRTY (30) DAYS AFTER DUE DATE. SHOULD IT BECOME NECESSARY FOR YOUR ACCOUNT TO BE PLACED FOR LEGAL ACTION TO COLLECT AN UNPAID BALANCE, YOU AGREE TO PAY AN ADDITIONAL CHARGE EQUAL TO 25% OF THE OUTSTANDING ACCOUNT BALANCE TO OFFSET THE COST OF COLLECTION AND COURT COSTS. FURTHERMORE, YOU, THE CREDITOR, SHALL DEFEND, INDEMNIFY AND HOLD HARMLESS J.K.M. CREDIT SERVICES, ITS AGENTS AND EMPLOYEES, FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, CLAIMS, DEMANDS, SUITS, ACTIONS, DAMAGES OR EXPENSES (INCLUDING REASONABLE ATTORNEYS' FEES) OF EVERY NATURE OR DESCRIPTION ARISING OUT OF OR RESULTING FROM ANY OF THE FOLLOWING: ANY AMENDMENTS TO THE SCHEDULE OF RATES FOR SERVICES BEING PROVIDED TO YOU AS CREDITOR BY J.K.M. CREDIT SERVICES; THE TRUTH AND ACCURACY OF THE INFORMATION PROVIDED TO J.K.M. CREDIT SERVICES; THE VALIDITY AND LAWFULNESS OF THE CLAIM AGAINST YOUR DEBTOR; YOUR (CREDITOR'S) CLAIM AGAINST THE DEBTOR ARISING OUT OF A NON-COMMERCIAL ACCOUNT; AND LASTLY, ANY ACTS, OMISSIONS OR CLAIMS OF ANY ATTORNEY RELATING TO ANY ACCOUNT FORWARDED BY J.K.M. CREDIT SERVICES ON YOUR BEHALF FOR COLLECTION.

IF ALL EFFORTS DO NOT PRODUCE COLLECTION OF MONIES AND WE RECOMMEND SUIT, YOU MUST AUTHORIZE AND APPROVE THIS METHOD BEFORE WE PROCEED. THE CLAIM WILL BE FORWARDED TO A COLLECTION ATTORNEY IN THE SAME CITY OR COUNTY AS THE DEBTOR, AND THE PREVAILING ATTORNEY RATE WILL OVERRIDE THE PREVIOUSLY ACKNOWLEDGED RATE FEE. THE ATTORNEY WILL ACCEPT PAYMENT IN YOUR NAME AND IS AUTHORIZED TO ENDORSE ALL CHECKS, NOTES, MONEY ORDERS, OR DRAFTS IN YOUR NAME. PAYMENTS MADE TO AN ATTORNEY WILL BE SUBMITTED TO YOU THROUGH J.K.M. CREDIT SERVICES.

IF YOU ARE DIRECTLY CONTACTED BY AN ACCOUNT WHICH IS IN COLLECTION PROCESS, PLEASE ADVISE SAID DEBTOR TO CONTACT J.K.M. CREDIT SERVICES TO DISCUSS METHOD OF PAYMENT.