

## **Case Submission Form**

### **Contact Information**

#### **Creditor Information:**

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

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

Fax: \_\_\_\_\_ Referrer (if any): \_\_\_\_\_

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

Type of Business: \_\_\_\_\_

#### **Debtor Contact Information:**

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

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

Fax: \_\_\_\_\_

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

Type of Business: \_\_\_\_\_

#### **Relationship Information:**

How long have you been doing business together? \_\_\_\_\_

Still Doing Business with them? \_\_\_\_\_

Last Contact Date: \_\_\_\_\_

Planning on doing future business together? \_\_\_\_\_

Additional Information: \_\_\_\_\_

## Debt Information

### **Delinquent Debt Summary:**

Please provide a brief summary of the delinquent invoice:

What was the original invoice for? \_\_\_\_\_

Amount to be collected (in USD): \_\_\_\_\_

Original Invoice Date: \_\_\_\_\_

Terms of Initial Contract: \_\_\_\_\_

Last Payment Date: \_\_\_\_\_

Were Inaccurate Invoice(s) Issued? Yes / No

Additional Information:

Has this debt been attempted to be collected before?

If Yes, please summarize what has been done and when:

Do you have the debtor's banking information? \_\_\_\_\_

If yes, please provide the bank information below:

Bank: \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

Fax: \_\_\_\_\_

Address:

### Required Documents:

Please provide any and all documentation related to this claim. Documents may include:

- Original Contract/Agreement
- Invoices
- Purchase Orders
- Sales Confirmation
- Bills of Lading
- Packing List
- Customs Documentation
- Statement of Account
- Communication Records:  
Email, Fax, Phone, etc.
- Debit/Credit Memos
- Proofs of Partial Payments
- Inspection report
- Other: (please list)