



National Sales Office: PO Box 970909, Orem, UT 84097-0909  
 Headquarters: PO Box 2829, Torrance, CA 90509-2829  
 Toll Free: (866) 961-9600 Toll Free Fax: (866) 959-9600

"Changing The Way Collections Are Done In America"

# PHASE 1 START SERVICE / STATUS CHANGE FORM

This form can be faxed, mailed or called in for data entry

MAIL TO: (Fold along dotted lines and insert in standard window envelope)

**American Agencies**  
**PO Box 970909**  
**Orem, UT 84097-0909**

FAX to: (866) 959-9600

**Client Information**

CLIENT NAME:  
 CONTACT PERSON:  
 CLIENT ADDRESS:  
 CLIENT NUMBER:  
 SALES REP:

Or call for us to input - toll free (866) 961-9600

## CUSTOMER INFORMATION

**\* Required Information**

\*Customer Name (or Business) \_\_\_\_\_  
 \*Customer Address \_\_\_\_\_  
 \*City \_\_\_\_\_ \*State \_\_\_\_\_ \*Zip \_\_\_\_\_  
 \*Customer Phone \_\_\_\_\_ Customer Cell Phone \_\_\_\_\_  
 \*Last Charge Date \_\_\_\_\_ Customer SS # \_\_\_\_\_  
 Initial Amount Owed \$ \_\_\_\_\_ Collection Fee \$ \_\_\_\_\_ Interest \$ \_\_\_\_\_  
 \*Total Owed \$ \_\_\_\_\_ Work Phone \_\_\_\_\_

**Series**

- Consumer
- Commercial
- Spanish
- Banking
- Medical
- Other:

NOTE: Some states do not allow collection fees

## STATUS

- NEW SUBMISSION** - Check to start collections on the above customer
- PAYMENT** - Check here if a partial payment was made  
 Payment Amount \$  Remaining Balance \$
- PAID IN FULL** - When payment in full has been received  
 Send Thank You Letter - Check if you would like us to send a thank you letter
- SETTLED IN FULL** - Check if a lower amount was accepted as paid in full  
 Settlement Amount \$
- SUSPEND** - Check when promise to make payment has been made or to stop collections
- RESUME** - Check if payment promised is not received to restart collections

## SIGNATURE FOR PHASE 1 ASSIGNMENT

Client Signature \_\_\_\_\_

Client Name \_\_\_\_\_ Title \_\_\_\_\_

Copy blank form for future use

—

.

—

