



**PRIM • MENDHEIM**  
ATTORNEYS AT LAW

**IMMEDIATE ATTENTION**

<i>Your Company Information</i>		<i>(For Office Use) Client Code</i>	
Name:	Telephone:	Fax:	
Address:			
City:	State:	Zip Code:	
Primary Contact:		Email:	

*Debtor Information*

Customer Account Number	Date Account Open	Amount Due (Principal)	Date of Last Payment	Date of Oldest Unpaid Invoice	Date of Recent Unpaid Invoice
Name:			Phone:		
Address:			Other Phone:		
City:			SSN:		
State:		Zip Code:	Date of Birth:		
Individual Responsible:			Place of Employment:		
Co-debtor Name:		Co-Debtor SSN:	Co-Debtor Place of Employment:		
Co-debtor Address:	City:	State:	Zip Code:	Phone:	
ATTACH:	<input type="checkbox"/> Itemized Ledger	<input type="checkbox"/> Signed Contract	<input type="checkbox"/> Any Other Relevant Documents		
DOCUMENTATION:	To Be - <input type="checkbox"/> Faxed	<input type="checkbox"/> Mailed	<input type="checkbox"/> Emailed	<input type="checkbox"/> Submitted Via Website	
<b>TYPE OF DOCUMENTATION AVAILABLE:</b>					
<input type="checkbox"/> Credit Application	<input type="checkbox"/> Statement	<input type="checkbox"/> Lien	<input type="checkbox"/> Contract	<input type="checkbox"/> Personal Guarantee	
<input type="checkbox"/> Proof of Delivery	<input type="checkbox"/> Purchase Order	<input type="checkbox"/> NSF	<input type="checkbox"/> Bill of Lading	<input type="checkbox"/> Other	

We are placing the above-referenced account with Prim & Mendheim, LLC, for collection. We agree that Prim & Mendheim, LLC, is the exclusive collection agent for said account. Prim & Mendheim, LLC, is authorized at once to proceed with collection of said account. Prim & Mendheim, LLC, as our collection firm is authorized to accept payments, endorse checks, notes, money orders, and/or drafts for deposit on our behalf. Upon placement of account, commissions will be charged on any payments paid directly to client (direct payments) and any payments paid directly to agency (office payments). Additionally, we understand that, upon placement, commissions will be charged on any accounts later withdrawn or cancelled. Special authorization is required to settle account(s) and/or to file suit. If returned merchandise is accepted in lieu of payment, in whole or in part, Prim & Mendheim, LLC, is entitled to its full commission on such account for their collection efforts and recovery of merchandise. If any payments are accepted by your office, please do not write "Paid in Full" or any reference thereof unless you contact our office for the balance due, as attorney fees are added and interest, if applicable, compounds daily.

Agreed and approved, as exhibited by our signature below.

**PLEASE REPORT ALL PAYMENTS MADE DIRECTLY TO YOUR OFFICE IMMEDIATELY!**

Signature: \_\_\_\_\_ Auth by (Print): \_\_\_\_\_