

# LANGSAM STEVENS & SILVER LLP

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## COLLECTION PLACEMENT FORM

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

Claim Amount: \$ \_\_\_\_\_

### CREDITOR'S INFORMATION

Exact Legal Name: \_\_\_\_\_

Type of entity:  Corporation  Partnership  Sole Proprietor  Other \_\_\_\_\_

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

Street Address

City

State

Zip

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

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

### DEBTOR'S INFORMATION

Exact Legal Name: \_\_\_\_\_

Type of entity:  Corporation  Partnership  Sole Proprietor  Unknown  Other \_\_\_\_\_

"Doing Business As" (if applicable): \_\_\_\_\_

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

Street Address

City

State

Zip

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

Contact Person: \_\_\_\_\_

Brief description of goods or services provided: \_\_\_\_\_

The goods or services were sold to a (choose one):  Business  Individual

If to an individual, was the sale for consumer, retail or household purposes?  Yes  No

Date goods were delivered or service provided \_\_\_/\_\_\_/\_\_\_ (If this was a series of transactions, give last date).

Is Claim Disputed?  Yes  No If yes, briefly summarize debtor's defense: \_\_\_\_\_

Do you know whether the debtor has any assets?  Yes  No

If yes, describe assets (e.g., bank account, warehouse, home, etc.) \_\_\_\_\_

Do you have a copy of debtor's check of bank information?  Yes  No If yes, please provide a copy.

Do you have any application, contract (including amendments) and/or engagement confirmation or other communications relating to the transaction?  Yes  No If yes, please provide copies.

Do you have a credit check on the debtor?  Yes  No If yes, please provide a copy.

### ENCLOSE COPIES OF ALL CONTRACTS, INVOICES, PURCHASE ORDERS, ETC. SUPPORTING THE CLAIM.

Please also enclose copies of the following, if available:

- Any correspondence concerning the original translation or the claim for payment
- Debtor's credit application
- Reports of any credit checks on the debtor
- Any cancelled check or other document containing debtor's bank information

Mere submission of this form does not constitute an engagement of Langsam Stevens & Silver LLP. We must first evaluate the claim. Someone will be in touch shortly to discuss it with you. In the meantime, feel free to contact us at 215-732-3255 to check the status.