

# PLACEMENT FORM

**1. Your information:**

Company Name:

Contact:

Address:

City / State / Zip:

Phone:

Fax:

E-mail:

Web Address:

**2. Debtor Information:**

Debtor Company:

Contact Person(s):

Address:

City / State / Zip:

Phone / Cell Number:

Fax Number:

Customer Account Number:

Principal Balance:

Finance Charges:

Oldest Unpaid Invoice date:

*\*We will calculate, add and pursue the collection fee in addition to principal and interest.*

**3. Please Provide The Following Information (If Available):**

- 1. Copy of Invoice(s) Or Statement of Account.
- 2. Credit application.
- 3. Personal Guarantee.
- 4. Copy Of Prior Check.
- 5. Collector Notes Printout.
- 6. Disputed? Yes  No
- 7. Select Method Of Collection: Routine  Aggressive  Legal

**4. Additional Comments:**

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**THE FOUR-STEP  
PLACEMENT FORM**

Do you have an overdue account? Start the collection process today—we can recover the money for you. Please provide the information listed below and fax the form back to our offices at 520.546.1062.

We will immediately process your claim upon receipt. If we have any questions—or require more information— we'll phone for clarification. All account information is held within the strictest confidence at Stevens & Ricci.

We thank you in advance for the business.

**CONTACT INFORMATION**

Toll Free: 888.722.1611

Local: 520.546.1034

Fax: 520.546.1062

E-mail: [bricci@stevensricci.com](mailto:bricci@stevensricci.com)

Website: [www.stevensricci.com](http://www.stevensricci.com)