



One Source, in Partnership with Seafax  
**One Source | Seafax Collections**  
 P.O. Box 15340, Portland, ME 04112  
 (800) 999-1393 Fax (207) 781-4269



**Company Being Placed For Collection**

(You may also place claims online at [www.onesourcecollections.com](http://www.onesourcecollections.com).)

DEBTOR COMPANY NAME: \_\_\_\_\_

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ CONTACT: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEB SITE: \_\_\_\_\_

TOTAL DUE (US\$): \_\_\_\_\_ DATE OF LAST UNPAID SALE: \_\_\_\_\_ DATE OF OLDEST UNPAID SALE: \_\_\_\_\_

Any returned checks outstanding? \_\_\_\_\_ Most recent returned check date: \_\_\_\_\_  
 (Include a copy of unpaid check)

Total due on check(s): \_\_\_\_\_ Is any part of the debt credit-insured? \_\_\_\_\_

COMMENTS: \_\_\_\_\_

(Client) \_\_\_\_\_ has placed this account for collection.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ For Internal Use Only: File# \_\_\_\_\_ Client# \_\_\_\_\_

**Client Fee Structure.** If the creditor company is a current One Source credit insurance policy holder, the following rates will apply for accounts that have aged less than one year:

- 25% fee on placements less than \$1,000
- 15% fee on placements \$1,000 and over.

Otherwise, our standard fee structure below will prevail.

**Standard Fee Structure.** If last unpaid invoice is less than 180 days the following contingent rates will apply:

- 33% Fees on placements between \$1,000 to \$3,000
- 22% Fees on placements between \$3,001 to \$20,000
- 18% Fees on placements \$20,001 and over

If last invoice is between **180** days and **365** days, the fee schedule is 33%. If last invoice is over **365** days the fee schedule is 50%. If total owed is **less than** \$1,000 the fee schedule is 40%.

**Terms & Conditions.** The undersigned agrees to strictly refrain from any manner of correspondence with accounts placed for collection. One Source | Seafax reserves the right to bill for and subscriber agrees to pay costs incurred in pursuing such accounts if it is determined that such contact has taken place. Seafax reserves the right to publish the existence of any collection matter and its status. Accounts settled direct are subject to charges for the services as outlined in above fee schedule. One Source | Seafax reserves the right to collect a flat 10% of the full amount of any account withdrawn from collections. One Source | Seafax shall have the right to endorse for deposit and collection, in the name and on the behalf of the subscriber, remittances received on accounts placed with it for collection and to deduct from such remittances its authorized charges. One Source | Seafax reserves the right to accept or decline claims on an individual basis.

**Important reminder about credit insured debts:**

- Placing a credit insured debt with One Source | Seafax Collections does not constitute filing a loss claim.
- Creditor is responsible for continued compliance to all terms of their policy.
- If required, creditor must continue to report past due debt to carrier.
- If necessary, creditor is responsible for filing any loss claim before the expiration of claim filing period.

**All accounts placed for collection must be accompanied by a statement of account. Please fax completed form along with any applicable invoices and other pertinent info to Collections at (207) 781-4269 or email to [collections@onesourcerm.com](mailto:collections@onesourcerm.com).**