

# NORMAN & ASSOCIATES

## *COLLECTION PLACEMENT FORM*

Please accept the account listed below for immediate collection. We agree to promptly notify you upon receipt of communication and/or payments from the debtor. We acknowledge and agree to the terms and conditions set forth on this form.

Account # \_\_\_\_\_

Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Creditor: \_\_\_\_\_ Debtor: \_\_\_\_\_

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

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

City/State/Zip: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

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

Account History/Comments: \_\_\_\_\_

Date of Oldest Invoice: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Most Current Invoice: \_\_\_\_\_

Documentation Enclosed:  Invoice Copies  Statement of Account  NSF Checks  
 Correspondence  Other: \_\_\_\_\_

### **NORMAN & ASSOCIATES**

1855 McFarland 400 Drive  
Suite A  
Alpharetta, GA 30004

Phone: (770) 442-8771  
Fax: (770) 442-8239  
Email: collect@normanandassoc.com

#### Terms and Conditions for Placements

Creditor represents and warrants to Norman & Associates (N&A) that this claim is a valid and lawful delinquent collection account. Creditor warrants the truth and accuracy of information provided and gives full permission for N&A to use said information during the collection process.

II. Creditor shall defend, and hold harmless N&A, its agents and employees, from and against any and all liability, loss, demands, claims, damages, suits, expenses or actions of any kind resulting from any of the following:

(1) the truth and accuracy of information provided by creditor to N&A; (2) any claims, omissions or acts of any attorney relating to any account forwarded by N&A on behalf of creditor; (3) the validity and lawfulness of creditor's claim against debtor.

III. Services performed by N&A on creditor's behalf shall be subject to N&A's regular rate schedule, which may be amended at any time.

IV. Creditor authorizes N&A, as its Collection Agent, to forward accounts on their behalf to attorneys for litigation and/or collection, with prior consent, when necessary and N&A shall not be held responsible for said attorney's acts or omissions.

V. Creditor authorizes N&A to endorse, negotiate or deposit any and all checks, drafts, or other instruments made payable to or endorsed to creditor into any N&A bank account in the name of the creditor, as acting Collection Agent for the creditor. Creditor authorizes N&A to deduct authorized collection fees on these payments. In addition, N&A will be entitled to full collection fees on all direct payments to creditor by debtor, and 1/2 of regular collection fees on discovery of payments not previously applied to debtor's account prior to placement, withdrawn accounts and/or returns of merchandise.

VI. We agree to promptly notify you upon receipt of any communication and/or payments from the debtor.

**Signature agreeing to  
Terms & Conditions**