

TO:
FROM:

WE REPORT AS FOLLOWS:

- A. DEBTOR'S ATTITUDE:
1. Promises to pay later
 2. Ignores requests
 3. Disputes claim
 4. Refuses to pay
 5. Claims account is paid
- B. DEBTOR'S FINANCIAL
6. Doing part time work
 7. Working on commission
 8. Out of work. Rechecking regularly.
 9. On relief.
 10. Earnings exempt; no other attachable assets.
 11. Heavily in debt.
 12. Debtor ill and without funds.
 13. In military service.
- C. CURRENT ACTIVITY
14. Trying for a compromise
 15. Rechecking for assets to justify legal action or ability to pay.
 16. Debtor deceased; checking for estate.
 17. Claims returned merchandise on _____
 18. Suit filed; still pending
 19. Judgment obtained. Attorney trying to execute
 20. Skip--trying to locate Can you help?
 21. Claims paid to you on _____ Please confirm payment.
 22. Claim in hands of our representative in debtor's area. We are requesting report.
 23. Just received a payment of \$ _____
 24. We are making a final effort for you.
- D. ACTION RECOMMENDED
25. Just relocated at new address;---following
 26. Lives in remote district: hard to contact personally
 27. Debtor is a minor. Trying for settlement
 28. Debtor judgment-proof; recovery doubtful
 29. Voluntary collection not possible. Recommend suit.
 - a) furnish 4 copies of itemized statements indicating date, amount of each payment.
 - b) Original papers
 - c) Counsel must have legal identity of Creditor in order to proceed.
- E. ACCOUNT CLOSED:
30. Skip--cannot locate
 31. No assets--hopeless Legal action not recommended.
 32. Per your request.
 33. Subject refuses to pay or compromise, too small for suit.
 34. Bankruptcy, no assets
 35. Outlawed. Refuses to pay or compromise.
 36. Deceased. No estate. Family won't assist.
 37. Exhausted all collection efforts. Uncollectable.
- INDICATE IF:
A corporation--where?
A partnership--full names of all--
Individually owned--
Full name of indiv.?