

9 Documents Every Collector Should Have

Do I really need documentation?

YES!

Collecting a past due receivable can be difficult, but if your collector has the necessary documentation, debt recovery becomes easier. Providing the documentation at the time the collection is placed facilitates communication with your debtor regarding the past due receivable and it also improves efficiency.

What documentation should I include?

Here are some documents our collectors find to be beneficial:

A copy of the Contract or Agreement

A copy of the Credit Application

Copies of Invoices and Statement of Account

Copies of the Proof of Delivery

A copy of the Personal Guarantee

Your customer's Trade References, including bank name & account number

Copies of Correspondence & Notes

Corporate Certificate

Copies of a Credit Report(s)

Include copies of returned/NSF checks

This could include emails, letters (demand letters, payment requests & notices) and documented phone conversations

This should include your debtor's legal identity, including whether it is a corporation, partnership or proprietorship

Don't Forget!

Make sure you provide your collector with contact information for your debtor. This should include the debtor's full name and physical address as well as the names, addresses and phone numbers for the company owners.

Need assistance with a past due account?

Contact NCS Credit!

800.826.5256 | SecureYourTomorrow@NCScredit.com |

NCScredit.com

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