



# NEW BUSINESS PLACEMENT FORM

Your Name: \_\_\_\_\_

Date Forwarded: \_\_\_\_\_

Your Company's Legal Name: \_\_\_\_\_

Your trade name: \_\_\_\_\_

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

Your Phone #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**ENCLOSURES (Check all that apply):**

- Statement of Account
- Invoice
- Contract/Service Agreement
- Copy of Debtor's Check
- Collector Notes/Correspondence
- Personal Guarantee

**BALANCE INFORMATION**

- \_\_\_\_\_ Principal Due
- \_\_\_\_\_ Interest (rate)
- \_\_\_\_\_ Attorney Fees
- \_\_\_\_\_ Liquidated damages
- \_\_\_\_\_ Other (NSF charges, etc)
- \_\_\_\_\_ **TOTAL TO COLLECT**

**DEBTOR COMPANY INFORMATION:**

**Type of Business**

\_\_\_\_\_ Legal Company Name/Debtor Name

- Corporation
- Partnership
- Sole Proprietor
- Individual

\_\_\_\_\_ Telephone Number

\_\_\_\_\_ Other Phone or Fax # for Debtor

\_\_\_\_\_ Debtor's Address

\_\_\_\_\_ Debtor Contact Name/Title

\_\_\_\_\_ Account Number

\_\_\_\_\_ Billing Address (if different)

\_\_\_\_\_ Debtor Email Address

\_\_\_\_\_ SPECIAL INSTRUCTIONS:

\_\_\_\_\_ WITNESSES: (Someone with personal first-hand knowledge of the facts regarding this account? (Include names, titles, and telephone numbers))

\_\_\_\_\_ Name/Title (Please Print)

\_\_\_\_\_ Your direct phone#:

Your Signature: \_\_\_\_\_

By forwarding this form to us, you are authorizing Charleston, Kelly & Associates, LLC to represent you and proceed with collection and/or legal action on your behalf and you agree to be bound by the terms of our ongoing fee agreement. We attach an itemized statement of our account against the debtor named above and hereby authorize you to proceed with collection, subject to your published rate schedule which shall constitute a part of this placement agreement. You are hereby authorized to endorse in the name of the above corporation, and to negotiate or to deposit in any bank account of yours, any and all checks, drafts, bills of exchange or other orders for the payment of money payable or endorsed to the above company which came into your possession by reason of your acting as a Collection Lawyer for the above and their firm.