

# Greenberg, Grant, & Richards, Inc.

Specializing In Commercial Account Receivable Management

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"MARPA Member"

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## Account Placement Form

COM / NON-COM

Debtor Name	Amount	
Address	Tel#	
City/State/Zip	Date of Oldest Unpaid Invoice	
Individual Responsible	Date of Most Recent Unpaid Invoice	
Your Customer or Account #	Date Last Pmt:	
Facts: Where Does Debtor Bank _____ Acct# _____ What Product/Merchandise was sold? _____ What Was Said On The Last Call? _____	% Initials	
	Additional Amounts (Interest)	Additional Amounts (Collection Fees)
	Other	

**BACK UP:**      To Be      To Be      To Be      To Be  
Please Check      In House      Faxed      Mailed      E-Mailed      Call Client

**Type of Backup Available:**

Credit App    Statement    Lien    Contract    PG    Invoice  
 PO    Proof of Delivery    Hot Check    Bill of Lading    Other

Please provide copies only of invoices, statements, contracts, checks, etc.  
We are not responsible for any original documentation.

\*Any other pertinent information you feel my investigators may want to know.  
**Fax the information along with this placement form to: (713) 789-0137**

Your Company Name _____	_____
Address _____	City/State/Zip _____
Tel # _____	Fax # _____
Auth By (Print) _____	(Signature) _____
Date _____	(For Office Use) Client # _____

We refer the above account(s) to you for collection and you are authorized to proceed at once to collect the amount. Commission will be charged on accounts collected, paid direct or settled by return of merchandise. You, as our agent are authorized to accept payments and to endorse checks, notes, money orders or drafts for deposit; the net proceeds of which you are to remit to us. Special authorization is required to file suit, compromise or grant an extension. Greenberg, Grant and Richards, Inc. reserves the right to forward all consumer and other special accounts to the Law Offices of W.C. French at our discretion.

**Please Report All Payments Made Directly to Your Office Immediately!**  
*(Please make additional copies of this form for future placements)*