

LANGSAM STEVENS SILVER & HOLLAENDER LLP

EMAIL: HLANGSAM@LSSH-LAW.COM

1818 MARKET STREET
SUITE 3400
PHILADELPHIA, PENNSYLVANIA 19103
215-732-3255
FAX 215-732-3260

NEW JERSEY OFFICE:
65 S. MAIN ST. SUITE B103
PENNINGTON, NJ 08534
856-727-0057
FAX 856-727-0315

COLLECTION PLACEMENT FORM

Date: ___/___/___

Claim Amount: \$ _____

CREDITOR'S INFORMATION

Exact Legal Name: _____

Type of entity: Corporation Partnership Sole Proprietor Other _____

Address: _____

Street Address

City

State

Zip

Telephone: _____ Fax: _____

Contact Person: _____ Email: _____

DEBTOR'S INFORMATION

Exact Legal Name: _____

Type of entity: Corporation Partnership Sole Proprietor Unknown Other _____

"Doing Business As" (if applicable): _____

Address: _____

Street Address

City

State

Zip

Telephone: _____ Fax: _____

Contact Person: _____

Brief description of goods or services provided: _____

The goods or services were sold to a (choose one): Business Individual

If to an individual, was the sale for consumer, retail or household purposes? Yes No

Date goods were delivered or service provided ___/___/___ (If this was a series of transactions, give last date).

Is Claim Disputed? Yes No If yes, briefly summarize debtor's defense: _____

Do you know whether the debtor has any assets? Yes No

If yes, describe assets (e.g., bank account, warehouse, home, etc.) _____

Do you have a copy of debtor's check or bank information? Yes No If yes, please provide a copy.

Do you have any application, contract (including amendments) and/or engagement confirmation or other communications relating to the transaction? Yes No If yes, please provide copies.

Do you have a credit check on the debtor? Yes No If yes, please provide a copy.

ENCLOSE COPIES OF ALL CONTRACTS, INVOICES, PURCHASE ORDERS, ETC. SUPPORTING THE CLAIM.

Please also enclose copies of the following, if available:

- Any correspondence concerning the original transaction or the claim for payment
- Debtor's credit application
- Reports of any credit checks on the debtor
- Any cancelled check or other document containing debtor's bank information

Mere submission of this form does not constitute an engagement of Langsam Stevens Silver & Hollaender LLP. We must first evaluate the claim. Someone will be in touch shortly to discuss it with you. In the meantime, feel free to contact us at 215-732-3255 to check the status.