



FORWARDING LETTER

month day year

DATE			
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CREDITOR	
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* If acting on behalf of creditor as an attorney [law firm] or collection agency please provide your information

CLIENT	
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DEBTOR/ACCOUNT INFORMATION

Debtor's legal name:	
Full & current address:	

Debtor's contact:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.		
Phone numbers:	Fax:	Other:	E-mail:

He is:	<input type="checkbox"/> Owner	<input type="checkbox"/> Shareholder	<input type="checkbox"/> General Manager	<input type="checkbox"/> Accounts payable manager
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Amount Due (TOTAL):	Principal:	Interest:
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Has this account been previously placed with another attorney or collection agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How long was the debtor in business with Creditor?	
What is the probable credit pending that COULD be offset?	
Are there any problems or defects with the products / services sold?	<input type="checkbox"/> Yes <input type="checkbox"/> No

We have in our files and are are not] sending you the following documents which support this claim:

- Credit application Terms & conditions of sale Personal Guarantee Purchase orders
- Invoices Delivery receipts Bills of lading Promissory note
- NSF checks Letters of Exchange Acknowledgment of debt Payment agreement

Details of any dispute and creditor's response with copies of memos and correspondence:

FORWARDING CONTRACT (for collection services)

We, the undersigned client/creditor, are placing with HMH Legal the above account for collection. If the rate specified below is not acceptable, please do not proceed until your fees have been mutually agreed upon. Authorization by us is required before instituting any proceeding, incurring any expense, making any compromise, or granting any extension. In-court collection will be subject to additional suit fees. We are authorizing you to retain your agreed compensation from all sums collected, and prefer that partial collections be remitted as received. We do not expect and will not accept any part or division of your compensation. If you accept this account, kindly acknowledge receipt by return fax or e-mail. Please advise promptly of the prospects of settlement and report to us as the progress made on a regular basis. If you do not accept this account for collection please return the papers to us immediately stating your reasons. This account is forwarded in accordance to our collection services agreement and in accordance to the current Operative Guides for Forwarders and Receivers Adopted by the Commercial Law League of America. All disputes, controversies or claims arising out of or in connection with this contract shall be subject to the jurisdiction of the courts City of Tijuana, Baja California, Mexico, which shall have exclusive jurisdiction in the event of any dispute hereunder.

Contingency commission fee proposed for out-of-court collection:	
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Information reviewed by: _____ Date: _____

Acting on behalf of: _____ Signature: _____