

ACCOUNTS FOR COLLECTION FORM
CLIENT DETAILS (your details) ...

Your name	
Your company name/ trading as	
Your Address:	
Your Postal Address:	
ABN	
ACN (if applicable)	
Phone	
Mobile	
Fax	
Email	

PREFERRED CONTACT DETAILS ...

Name of preferred contact	
Position	
Phone	
Mobile	
Email	
Preferred time to contact:	

YOUR BANKING DETAILS ...

*****When a debtor makes a payment to us your monies will be deposited to your nominated bank account within 7 days**

Account Name	
Name of Bank	
BSB	
Account Number	

***If we have ALL your details on file and nothing has changed, simply fill in your name and company name and write 'on file'.

DETAILS OF ACCOUNT(S) FOR COLLECTION (debtor's details)

*****Please include copies of invoices and any correspondence sent to your debtor that may assist in recovery of your debt!**

If your debt is with a COMPANY ...

Company Name	
ABN	
ACN	

If your debt is with a TRUST...

Name of Trust	
Name of Trustee	
If Company, Trustee ACN	
Trust ABN	

If your debt is with an INDIVIDUAL, SOLE TRADER or a PARTNERSHIP ...

Trading Name	
ABN	
Salutation	
Given names	
Surname	
Given names	
Surname	

Address	
Phone	Mobile: Other:
Email	

DETAILS OF DEBT/MATTER ...

Debt Amount	\$
Invoice Number(s)	
Date of original invoice	
Description of goods/services	
Any other information	

***Use one of these per debt (no need to print page 1 again)