

**Case Receivable Management Inc.**  
Suite 280 – 2181 Premier Way, Sherwood Park, AB. T8H 2V1  
Phone: (780)-416-4840 Fax: 1-(866)-717-1902 Toll Free: 1-(888)-416-4840  
email: [info@invoice911.ca](mailto:info@invoice911.ca)

**Pre-Collect Services Agreement**

|                        |                     |
|------------------------|---------------------|
| <b>Per Account Fee</b> | <b>\$14.95/file</b> |
|------------------------|---------------------|

***No Collection – No Charge***

1. I/We agree to pay Case Receivable Management Inc. (CRMI) immediately upon invoice \$14.95 (plus GST) per account assigned for Pre-Collect Services.
2. I/We agree to assign to CRMI only accounts which are legitimate and owing, and which have not been previously paid. I/We further understand that the fee as indicated above is payable irrespective of when and if the customer account is paid and that there will be no reversal of fees once the account has been accepted and listed by CRMI.
3. I/We understand that we can request “suspend further pre-collect service” at any time on an account but that the full fee as indicated above remains payable.
4. I/We agree that accounts assigned to CRMI are not, and will not, be assigned to another organization for the purposes of recovery.
5. I/We agree to report immediately to CRMI all payments made on accounts listed for Pre-Collect Services to allow CRMI to update its Pre-Collect database and that of its credit reporting vendors in a timely manner.
6. I/We understand and authorize CRMI to report accounts assigned for Pre-Collect services to the credit bureau on our behalf as indicated in the Pre-Collect Action Schedule as outlined below.
7. I/We understand that any telephone inquiries made to CRMI by customers listed with CRMI’s Pre-Collect Services will be redirected to our credit contact furnished below to discuss payment.
8. I/We understand that this agreement applies to any and all accounts assigned by us for Pre-Collect Services from the date signed and on a go forward basis.
9. I/We understand that no person has the authority to alter or change in any manner whatsoever any of the conditions or fee rates contained in this agreement unless approved in writing by both parties (Creditor and CRMI).
10. I/We authorize CRMI to periodically forward to us, via email or print medium information CRMI believes to be beneficial or informative with respect to accounts receivable management. If at any time I wish to be removed from their list for such purposes I will advise CRMI of the same and will be exempt from receiving any such future communiqué.

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## **Pre-Collect Action Schedule**

### **Day 01**

- Account Assigned to CRMI Pre-Collect Services via CRMI electronic .xls Pre-Collect Assignment Sheet
- Account entered into CRMI Pre-Collect Services database
- Acknowledgement report sent via email or fax to Creditor to confirm receipt of account(s)
- Customized first notice mailed to customer (requesting immediate payment)

### **Day 14** (unless Pre-Collect Service suspended on account by Creditor)

- Customized final notice (credit report warning in 7 days if account left unresolved)

### **Day 21** (unless Pre-Collect Service suspended on account by Creditor)

- Report unpaid account to applicable Commercial or Consumer Credit Bureau (\*)

(\*) Note – Once reported your claim will appear on the customer's credit report for a period of six (6) years from the date of reporting. At any time after being reported it is necessary to report payment to CRMI so claim balance can be updated accordingly with the Credit Bureau.

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Creditor Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Name (please print): \_\_\_\_\_

Authorized Signature Title: \_\_\_\_\_

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

City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_



Name and phone number of contact at your company to direct customers to in reference to arranging payment. (This name and phone number will appear on CRMI Pre-Collect Notices)

Contact Name (please print): \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email (optional): \_\_\_\_\_