



Byron & Davis, C.C.C.C., Inc.

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Time is Money...Your Money!

Pre-Collection Agreement

This program is designed for the purpose of billing past-due accounts. Pre-Collect Service is designed to be an intermediate step between in-house billing and formal, third party collections.

- (1) The Client will supply to Byron & Davis a list of the accounts to be submitted for pre-collection.
- (2) Byron & Davis will generate a 2 to 5 letter pre-collect billing system to be sent in 15-day intervals, at a cost of \$2.50 per letter. (A 1-letter system is available, if Client so desires).
- (3) Pre-collect letters will be sent using clients information directing payment and questions to the Client. Client's address and phone number will be provided in the body of the letter.
- (4) In the event Byron & Davis receives any monies, 100% of said money will be forwarded directly to the Client. ANY ACCOUNTS that get paid as a result of pre-collection will be subject to NO additional fees or commissions. The ONLY charge for pre-collect service is the per-letter fee as outlined above.
- (5) Byron & Davis will not perform any collection activity on pre-collect accounts. They will, however, report all mail returns, address corrections and any other pertinent information directly to the Client.
- (6) In accordance with the programming guidelines, Client agrees that, unless otherwise notified, all unsatisfied accounts will be turned over to the Collection Department, who will then commence third-party collection activity at a fee commensurate with the firm's normal collection rate.
- (7) An acknowledgement will be generated every 30 days from the Agency to the Client, which will show any of the accounts that have gone to third party collections.
- (8) The Agency will be accountable for its actions in the handling of accounts. However, Agency will be held harmless for any errors or omissions on the part of the client.
- (9) Client will be held harmless from any manner of liability arising from any actions taken by the Agency.
- (10) This constitutes the agreement between the parties.

Byron and Davis CCCC Inc.

Date

For the Firm

Date