



Mailing Address:
P.O. Box 16488
Rocky River, OH 44116-0488

Office Address:
Suburban West Building
20800 Center Ridge Road
Suite 310
Rocky River, OH 44116-4306

(440) 356-3890 FAX (440) 356-3894

Members Of:
American Collectors Association Intl.
Rocky River Chamber of Commerce
Ohio Collectors Association, Inc.



THREE STAR COLLECTION PLACEMENT CHECKLIST

- Statement of account
- Contact info – main contact persons, phones, email, cell
- Credit application if there is one
- Personal guaranty if there is one
- Contract, Service Agreement, Sales Agreement if any
- Credit reports, D&B, etc. if you have them already
- Any correspondence or pertinent written communications regarding the debt
- Summary of situation and any pertinent details regarding the debt
- NSF checks if debt involves bounced checks
- Copy of any checks you may have received
- Invoices do not need to be sent at time of placement especially if there are a large number of them. We will request them from you if it is necessary.