

# CBY SYSTEMS, INC.

**COLLECTION DEPARTMENT PHONE 717-848-2787 FAX 717-845-1886**  
33 South Duke Street, York PA 17401  
www.cby.com

List your past due accounts below and send them to the Credit Bureau today.  
Please accept the following accounts for collection at the rates shown below.  
These accounts are not currently placed with another agency

FULL NAME AND ADDRESS OF RESPONSIBLE PARTY			COMPLETE INFORMATION BRINGS FASTER COLLECTION		
NAME	SOCIAL SECURITY #	D.O.B.	BALANCE OWING	DATE OF CHARGE	PHONE
MAILING ADDRESS	CITY, STATE, ZIP		PLACE OF EMPLOYMENT		WORK PHONE
SPOUSE NAME	SPOUSE'S SS#	SPOUSE'S D.O.B	SPOUSE'S PLACE OF EMPLOYMENT		WORK PHONE
ARE YOU HOLDING SPOUSE RESPONSIBLE? CIRCLE YES OR NO		ACCOUNT #	SERVICE ADDRESS		
REMARKS					

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**PLEASE REPORT DIRECT PAYMENTS IMMEDIATELY**

CLIENT # \_\_\_\_\_ FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ DATE \_\_\_\_\_

CONTINGENCY FEE - NO COLLECTION, NO CHARGE (EXCEPT ON WITHDRAWN ACCOUNTS)

- 25% On accounts less than six (6) months from date of last service. (Not including finance charges and/or collection fee.)
- 35% On accounts over six (6) months (Not including finance charges and/or collection fee.)
- 50% On accounts that must be forwarded to other agencies and accounts previously handled by other agencies.

**WITHDRAWAL FEE** - A withdrawal fee of 20% of the current balance will be charged on all accounts withdrawn prior to six (6) month collection period. To allow sufficient time for proper collection effort, accounts placed for collection require a six (6) month collection period and can be returned thereafter only upon a sixty (60) day written notice to the Credit Bureau. Payments received on accounts during the sixty (60) days written notice period will be subject to the full contingency fees listed above.

**MINIMUM ACCOUNT ACCEPTED - \$50.00**

**COMMISSIONS CHARGED ON ALL MONIES COLLECTED**