

# CBY SYSTEMS, INC.

COLLECTION DEPARTMENT PHONE 848-2787 FAX 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

<b>FULL NAME AND ADDRESS OF RESPONSIBLE PARTY</b>	<b>COMPLETE INFORMATION BRINGS FASTER COLLECTION</b>
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NAME	SOCIAL SECURITY #	D.O.B.	BALANCE OWING	DATE OF CHARGE	SPOUSE
MAILING ADDRESS	CITY, STATE	ZIP CODE	PHONE	WORK PHONE	LICENSE #
PLACE OF EMPLOYMENT	SPOUSE'S SS#	SPOUSE D.O.B	SPOUSE'S PLACE OF EMPLOYMENT		EMP PHONE
REMARKS			ACCOUNT #		

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PLEASE REPORT DIRECT PAYMENTS IMMEDIATELY

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

DATE \_\_\_\_\_ ADDRESS \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

CONTINGENCY FEE - NO COLLECTION, NO CHARGE (EXCEPT ON WITHDRAWN ACCOUNTS)

- 25% On accounts less than six (6) months from date of last charge or payment. (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**WITHDRAWAL FEE** - A withdrawal fee of 20% of the current balance will be charged on all accounts withdrawn prior to six (6) month collection period.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**