

DETAILS OF BAD DEBT ACCOUNTS

Guardian Collection Agency Pty Limited A.C.N. 050 109 932
 PO Box 4200, Londonderry NSW 2753 Tel (02) 4588 8787 E-mail: guardian@sydney.net
 (NOTE: Do not provide Medicare numbers, nor TFN)

Full Name (First)	(Last)	Balance Owing	Date of Service	Phone (Home)	(Work)
Address		City, Post Code	Employer – Other Info		
Full Name (First)	(Last)	Balance Owing	Date of Service	Phone (Home)	(Work)
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Complete and return this form to start recovering your bad debts

Client Name: _____ Tel: () _____

Address: _____ Person to Contact: _____

Please start collecting the above past due accounts on our behalf. We understand that there will be no service fees of any kind and that Guardian's total remuneration for its service will be derived from commissions received from funds collected on the accounts we refer to you for servicing, as per the commission schedule below (GST applies when applicable). Guardian has the right to deposit remittances received in our name and/or on our behalf. Guardian will provide a monthly reconciliation of all payments received during the month. I agree to notify Guardian of all payments received in our office for accounts that the agency is handling in order to facilitate reporting.

Commission Schedule - * On all Funds Collected "Guardian" will Receive

Balance:	Under \$75	\$76 - \$500	\$501 - \$1500	Over \$1501
Commission:	50%	40%	30%	20%

NB: Accounts over 1 year old: flat rate 60%