



FDB Collection Authorization Letter
“CAL”

Thank you for enrolling your debt with FDB Collections. To help us facilitate collection efforts on your behalf, please execute and stamp the Collection Agency Agreement (CAL) by adding all required information listed below and kindly return it to our attention at info@fdbcollections.com. This correspondence outlines your authorization and compliance to allow FDB Collections (**its associates, affiliates, shareholders, attorneys, and service members, to name a few**) to represent you in all aspects of debt collection and debt recovery matters. By signing this agreement, you give FDB Collections (**its associates, affiliates, shareholders, and service members**) permission to negotiate your debt, accept payments from your debtor on your behalf where applicable, and, in general, perform any act not constituting the practice of law for you in all matters arising on any account(s) enrolled into our program. FDB will not accept any settlements without your written authorization. Should we reach a settlement offer on your behalf, you agree that FDB deposits all monies received and remit funds to the bank account provided (minus any fees that may apply at the time of remit). Typically, FDB instructs debtors to pay directly to our client and provide copies of the SWIFT / TT / MT-103 / Bank Wire as proof of payment if the payment is not made directly to FDB. This information is required to track each payment and for auditing purposes. By signing this agreement, you understand and agree to these terms.

FDB agrees to provide you with debt collection and debt recovery services FREE of charge until an agreement is reached. Once the final payment is received from your debtor and verified, FDB will provide you with a final service invoice to which you agree will be paid within 30 days from the service invoice date. Your authorized signature represents your company's name and remains in full force until written termination is received in our office.

***Collection fees for our services are based on the age of the accounts.
20% for invoices 30-60 days
25% for invoices over 60 days old***

Our fees are due 30 days from the date you receive funds from the debtor, including any partial payments accepted.

No collection – NO FEE

When outstanding amounts remain unpaid after many unsuccessful attempts, FDB may recommend that legal action be taken. At your request, FDB will conduct sufficient research to recommend an attorney for you to pursue the debtor in the appropriate jurisdiction.

Please note: Legal representation costs vary, and FDB cannot determine the costs. Once an attorney is recommended, we can assist you with determining an estimate of costs.



You agree to cease ALL communication with the debtor unless instructed to do so by us in writing and immediately redirect all communication to our attention. Please comply to ensure our efforts and avoid FDB terminating our service regarding your file. Please make sure to keep us up to date with current information relating to your debtor.

Your signature below constitutes compliance with this agreement and to accept the above terms and conditions. Please complete this Collection Authorization Letter (CAL) **for each case** you enroll in the program and provide us with all supporting documentation to support your claim.

Your signature below constitutes your agreement to accept the above terms and conditions.

Name: _____

Title: _____

Signature: _____

(Sign & Stamp company logo)

COLLECTION AUTHORIZATION

Collection Information

Your Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Contact Person

Name: _____ Title: _____

Email: _____ Website: _____

OBJECT: TRANSMITTAL FOR COLLECTION

We provide the following information on unpaid accounts and are requesting your collection of same from the following debtor:

Debtor Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Contact Person

Name: _____ Title: _____

Email: _____ Website: _____

