



Adams, London & Weiss LLC

P. O. Box 37428 *Houston, TX 77237

Office: 713 -266- 7500 * Fax: 713-266-7506

IMMEDIATE ATTENTION

Your Company Information

(For Office Use) Client #

Name		
Address		
City	State	Zip Code
Telephone	Fax	

Debtor Information

Customer Account Number	Date Account Open	Amount Due	Add Amount (Interest, Fees, Etc.)	Date of Oldest Unpaid Invoice	Date of Recent Unpaid Invoice

Name	Phone:
Address	Other Phone:
City	Fax:
State Zip Code	Percentage:
Individual Responsible	Individual Responsible Phone Number
Facts:	
Back Up: To Be - Faxed Mailed Emailed	
Report to Credit Bureau: Yes No	
Type of Backup Available:	
Credit Card Application Statement Lien Contract Personal Guarantee	
Invoice Purchase Order NSF Proof of Delivery Bill of Landing	
Other	
Report to Credit Bureau: Yes No	
Tax Exempt: Yes No (If yes must submit copy of Certificate)	

We are placing the above referenced account with ALWLLC for collection. ALWLLC is authorized at once to proceed with collection of said account. ALWLLC as our collection firm is authorized to accept payments, endorse checks, notes, money orders, and/or drafts for deposit on our behalf. Upon placement of account, commissions will be charged on any payments paid directly to client (PTC) and any payments paid directly to agency (PTA). Special authorization is required to settle account(s) and/or to file suit. Account(s) placed with ALWLLC will be reported to the Credit Bureau unless the NO box is checked to not report. If merchandise is returned in lieu of payment, we agree to pay 10% return merchandise fee of principle balance placed with ALWLLC for their collection efforts and recovery of merchandise. We further agree to pay all applicable sales tax. Agreed and approved, as exhibited by our signature below.

PLEASE REPORT ALL PAYMENTS MADE DIRECTLY TO YOUR OFFICE IMMEDIATELY!

Signature: _____

Auth by (Print): _____