



921 Rosser Avenue
Brandon, MB R7A 0L3

Ph: 204-726-0813
Toll Free: 1-888-726-0813
Fax: 204-726-0828
www.tcbsbailiff.ca

62 Hargrave Street, Unit 105,
Winnipeg MB R3C 1N13

Ph: 204-989-2321
Toll Free: 1-888-726-0813
Fax: 204-726-0828
www.tcbsbailiff.ca

Dear Sir/Madam,

Collecting accounts can be a time-consuming part of business. Reduce this staffing cost by letting our staff do all the hard work. Using a compassionate, respectful approach combined with up-to-date technology to collect accounts that often get missed, we often collect up to four times the national average of our counterparts.

We have a “No Collection – No Charge” policy on accounts that do not require legal action. Our competitive rates are 25% of accounts over \$1,000.00 and 30% of accounts under \$1,000.00 on basic files. Further, we are a reporting agency for Equifax Canada.

A few things we want to bring to your attention:

1. When listing the account, please complete the attached Listing Sheet, and provide all information that you may have on the debtor – even old phone numbers or addresses can assist us. References from a credit application are also helpful.
2. If you are aware of any dispute on the account, please **MAKE US AWARE OF ANY DISPUTED ITEMS ON THE LISTING SHEET**. This helps our staff prepare for a possible mediation situation.
3. If you get calls from the debtor any time after listing the account, please **REFER THE DEBTOR TO OUR OFFICE**. Please **DO NOT WORK THE ACCOUNT** any further. We want to avoid any appearance of harassment as defined under the Manitoba Consumer Protection Act which governs collections.
4. We often act on accounts listed **IMMEDIATELY** with a phone call. If you receive payment at your office please notify our office.
5. Credit Bureaus are affected by our work after a period of due diligence on our part. It is **ESSENTIAL** that you notify our office of any changes **IMMEDIATELY** as we want to ensure that credit bureaus are not being affected in error.

Please contact us on 1-204-989-2321 or 1-888-726-0813 for more information.

We look forward to assisting you with all your collection needs.

Sincerely,

Pamela Smith
Manager



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ACCOUNT LISTING

Client Name: _____
Street Address: _____
City & Postal Code: _____
Phone Number: _____
Contact Person: _____

Please complete form with last known information

Debtor Last Name: _____
Debtor First Name & initial: _____
Debtor Address (incl. postal code) _____
Debtor Email _____
Debtor Home Phone # _____
Debtor Cell Phone # _____
Debtor Work Phone # _____
Debtor Workplace Name & Address: _____
Debtor Date of Birth: MONTH/DAY/YEAR _____
Principal amount owing: \$ _____ * attach invoice
Interest : \$ _____
Total Amount now due: \$ _____
Goods or services provided: _____
Invoice date or last consumer transaction: MONTH/DAY/YEAR _____

I hereby acknowledge and agree that listing this account constitutes a contract to pay commission on funds collected whether funds are paid direct to us (the client) or paid to Trend Collection and Bailiff Services Ltd. (the agency)

I further agree that accounts are subject to the following commissions:

- 1 Those accounts totalling under \$1,000.00 are subject to 30 % commission on collected amount.
- 2 Those accounts totalling over \$1,000.00 are subject to 25% commission on collected amount.

I hereby further agree that all commission amounts charged by the agency will be subject to any applicable taxes.

I hereby further agree that Trend Collection and Bailiff Services Ltd. is authorized to report any debt over \$100.00 to any and all credit bureaus as Trend Collection and Bailiff Services Ltd. deems necessary.

I understand that Trend Collection and Bailiff Services Ltd. reserves the right to decide regarding affecting a debtor's credit bureau as governed by the agency's best practices.

I understand that Trend Collection & Bailiff Services Ltd. will contact me regarding approval of any legal action that may be required and that legal fees will be separate and apart from any commissions due and payable.

Authorized Signature

Date