



## **Winnipeg**

Unit 720, 305 Broadway  
Winnipeg, MB R3C 3J7  
Ph: 204-989-2321

## **Brandon**

Unit 216, 740 Rosser Ave  
Brandon, MB R7A 0K9  
Ph: 204-726-0813

Managing accounts can be a time-consuming aspect of business operations. Reduce staffing costs by allowing our dedicated team to handle the hard work. We employ a compassionate and respectful approach, leveraging up-to-date technology to effectively collect accounts that are often overlooked. Our results speak for themselves, as we consistently achieve collection rates up to four times the national average of our counterparts.

We operated on 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 \$999.99 on basic files. Additionally, we report to Equifax Canada.

### **Things to note:**

1. When listing an account, please provide all information that you may have on the debtor on the attached listing sheet, including any old phone numbers or addresses that may assist us. References from credit applications 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 to discuss the file with the debtor.
3. Should you receive calls regarding the account after listing it, kindly refer the debtors to our office to avoid any appearance of harassment as defined under the Manitoba Consumer Protection Act and The Collection Agents Act in Saskatchewan which governs collections.
4. We promptly act on accounts listed, often initiating contact via phone call. If payment is received at your office please notify us immediately.
5. Credit reports are impacted by our work. It is crucial to inform our office of any changes promptly to prevent any erroneous effects on credit bureaus.
6. If Legal action (such as Small Claims) is suggested, we will forward a request to your office detailing our nominal charges.

For more information, please call 204-989-2321 or 1-888-726-081. We are ready to assist you with all your collection or accounts receivables needs.

Sincerely,

Trend Collection and Bailiff Services Ltd.



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### COLLECTIONS CONTRACT / LISTING SHEET

Client (Your) Name: \_\_\_\_\_

Business Street Address: \_\_\_\_\_

City & Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Person and Email: \_\_\_\_\_

*Please complete form with last known information for person owing money (DEBTOR)*

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 \$999.99 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.

I understand that the term of the contract with Trend Collection and Bailiff Services will expire at the date of the statute of limitation unless otherwise stated by the client.

Trend Collection and Bailiff Services Ltd. is committed to the protection of the personal information entrusted to the organization; and to maintaining the privacy, security, and accuracy of the personal information they collect, use and disclose in accordance with applicable legislation and specific contractual obligations to its clients.

\_\_\_\_\_  
Authorized Signature of Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Use only

Acceptance Signature by Trend Collection and Bailiff Services Ltd.