



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



921 Rosser Avenue  
Brandon, MB R7A 0L3

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

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

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

ACCOUNT LISTING

**Client Name:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
**City & Postal Code:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

*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) and I agree to report any payments received from the debtor or a representative thereof.

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