

DEBT COLLECTION SINGLE (pg 1) AND MULTIPLE (pg 2) ACCOUNT ASSIGNMENT FORMS

Please fill out the relevant information and forward to Apex Management Services Ltd in one of two ways:

1. Open pdf in Acrobat Reader (available free online at www.adobe.com/products/reader.html), print, manually enter information required and fax to (242) 322-7328

OR

2. Open pdf and enter information in the pdf, save and email to info@apexbahamas.com

Client Information	
Client Name (Creditor)	Client Contact Person
Street Address	Phone Number
Post Office Box	Fax Number
City, Country	Email

Debtor Information	Amount Outstanding	\$
Debtor Name	Client Account # For Debtor	
Street Address	Employer	
Post Office Box	Employer Street Address	
Home Phone #	Employer Phone Number	
Other Phone Contact #	Account Type (Nature of Debt)	
National Insurance #	Date Of Last Payment	

Enclosures (Copies Only)		
<input type="checkbox"/> Invoice	<input type="checkbox"/> Contract	<input type="checkbox"/> NSF Check (Front & Back)
<input type="checkbox"/> Itemized Statement	<input type="checkbox"/> Credit Application	<input type="checkbox"/> Other:
<input type="checkbox"/> Previous Collection Effort Log	<input type="checkbox"/> Proof Of Delivery	<input type="checkbox"/> No Other Information Available

<input type="checkbox"/> Multiple Account Listing Attached	Number Of Accounts Listed	<input type="text"/>
Note: For Multiple Listings please make sure to list all information under Debtor Information above. MULTIPLE LISTING FORMS MAY BE OBTAINED BY FAX FROM APEX OR DOWNLOADED FORM FROM OUR WEB SITE (www.apexbahamas.com).		

The above account and any attached listing is hereby assigned to Apex debt Collection Services for collection under the terms and conditions of the Apex published rates in effect on the assignment date.

Authorized By: _____

Date: _____

