

# Vanguard Collection Agencies Ltd

"Celebrating 54 Years!"

#200-17842-106A Ave, Edmonton, AB, T5S1V3

Ph: (780)486-1011 fax: (780)486-1163

Web site: www.vanguardcollection.com

E-mail: vca-edmonton@vanguardcollection.com

GST # R105489041

## Collection Agreement

I/We agree that Vanguard may retain or deduct the following commission rates and taxes on all claims or accounts collected whether settled through direct payment or through Vanguard's offices. This includes all payments made, partial or in full or settled through legal action initiated by Vanguard. All payments made on debts submitted to Vanguard for collection after the date below, shall be deemed collected by Vanguard and shall incur the commission rate stated below.

Your commission rate is as follows: \_\_\_\_\_ %

- a) The client agrees to assign to the agency only accounts which are legitimate and owing, and which have not been previously paid to the client or sent to the agency in error. The client further understands that accounts placed in error, having caused the agency to expend time, energy and money, are subject to the agreed upon commission rate.
- b) The agency (Vanguard) is authorized by the client to pursue legal action where required. (Vanguard will not commence legal action on any account without the specific written consent of the client). Court awarded judgments listed with Vanguard may be forwarded to a 3<sup>rd</sup> party agency for enforcement.
- c) The client agrees to report immediately to Vanguard all payments made directly to the client on accounts assigned to Vanguard for collection, and further agrees that it is Vanguard's right to charge full commission on these payments. Merchandise returned and accepted by the client is considered the same as payment.
- d) The client agrees to pay any debit balance with Vanguard **upon receipt** of Vanguard's statement. A late payment charge equal to 3% per month will be assessed on overdue balances 30 days from statement date.
- e) The client agrees that Vanguard has power of attorney to endorse all cheques, postal notes, and money orders received by Vanguard made payable to the client on all accounts listed with Vanguard for collection.
- f) No account may be closed where payment arrangements have been negotiated by Vanguard. No account may be closed where legal proceedings have been initiated by Vanguard. These accounts may not be closed without full commission being paid on any o/s balance. Cancellation must be in writing.

The above agreement may only be altered in writing by consent of both client and Vanguard.  
Please mail or fax back to our office a copy of this agreement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, **20** \_\_\_\_\_ VANGUARD COLLECTION AGENCIES LTD

Client \_\_\_\_\_ Address/PC \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_ E-mail \_\_\_\_\_

Authorized by (print) \_\_\_\_\_ (sign) \_\_\_\_\_

**Bad debts are listed with the credit bureaus. If you DO NOT wish them reported, check here ( )**  
**\*NOTE\* The credit bureaus do not accept debts that are \$100.00 or Less. All files listed with the bureaus are updated upon payment/settlement by Vanguard. Request for removal for any other reason will be liable for a 10% (of the dollar amount listed) per file service fee.**