

# CLAIM FORWARDING FORM

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FROM: Name \_\_\_\_\_  
Address \_\_\_\_\_  
City State Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
\*Client Email Address \_\_\_\_\_

TO: JOSEPH & MAREES, P.A.  
4035 Atlantic Blvd.  
Jacksonville, FL 32207

<b>COMMERCIAL CLAIMS LARGER THAN \$2500.00</b> <input type="checkbox"/> Oldest invoice < 120 days (18%) <input type="checkbox"/> Oldest invoice > 120 days (25%) <input type="checkbox"/> Oldest invoice > 1 year (33.3%)
<input type="checkbox"/> Provide Suit Requirements immediately <input type="checkbox"/> Prepare a Comprehensive Asset Report with an <input type="checkbox"/> Executive Summary(\$300 fee per report enclosed)

## DEBTOR INFORMATION

<b>STEP 1</b> Name _____ Address _____ _____ _____ Phone # (____) _____ <input type="checkbox"/> Disconnected	<b>STEP 2</b> BALANCE DUE \$ _____ YOUR ACCOUNT # _____ SINCE ____/____/____ ACCRUED INTEREST \$ _____ <b>TOTAL DUE \$</b> _____
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**STEP 3 DEBTOR TYPE**  CORPORA  PROPRIETO  PARTNER

<b>STEP 4</b> Name _____ Address _____ _____ _____ Phone # (____) _____ <input type="checkbox"/> Disconnected Personal Guarantor <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>PRINCIPALS</b> Name _____ Address _____ _____ _____ Phone # (____) _____ <input type="checkbox"/> Disconnected Personal Guarantor <input type="checkbox"/> Yes <input type="checkbox"/> No
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**STEP 5** Bond or Lien Rights?  Yes  No If Yes, please complete and attach "CONSTRUCTION LIEN/ PAYMENT BOND WORKSHEET"

**Our Experience with the Debtor is**

- Broken Promises
- Disputes
- Ignores all demands
- NSF Checks
- Out of Business

**Enclosed is**

- Statement  Correspondence
- Personal Guaranty  Lien/Bond Worksheet
- Invoices  Other \_\_\_\_\_
- Credit Application \_\_\_\_\_
- NSF Check \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

**CLAIM AGREEMENT:**

I (the authorized agent for this company) understand and agree that Joseph & Marees, P.A. will promptly review this claim and any future claims which we may submit and if accepted, will immediately proceed with collection activity on the terms set forth. We understand that no fee will be due unless a recovery is made from the debtor after submission of this claim. We further understand that a fee will be earned and due on all payments or recoveries made after submission of this claim, whether paid to Joseph & Marees, or received directly to this company.

By: \_\_\_\_\_ Its: \_\_\_\_\_ Date: \_\_\_\_\_