

DEBT COLLECTION SERVICES ENGAGEMENT LETTER

Date: [Insert Date]

Between:

[Collection Agency Name]

[Address]

[City, State, Zip Code]

("Agency")

And:

[Client Name/Company]

[Address]

[City, State, Zip Code]

("Client")

1. Appointment

The Client hereby appoints the Agency to act as its non-exclusive agent for the purpose of collecting outstanding debts ("Debts") from various debtors as provided by the Client from time to time.

2. Services

The Agency agrees to use professional and lawful efforts to recover the Debts, including written demands and telephone communications, in compliance with the Fair Debt Collection Practices Act (FDCPA) and applicable state laws.

3. Fees and Commission

The Agency shall work on a "No Collection, No Fee" basis. The Client agrees to pay the Agency a commission of [Percentage]% of any funds recovered. If a debtor pays the Client directly after a referral, the commission is still due to the Agency.

4. Client Responsibilities

The Client shall provide accurate documentation for each Debt, including invoices, contracts, and contact information. The Client must notify the Agency immediately if a payment is received directly from a debtor.

5. Legal Action

The Agency will not initiate legal proceedings or hire outside counsel without the express written consent of the Client. Costs for legal action shall be agreed upon separately.

6. Term and Termination

This agreement begins on the date of signing and shall continue until terminated by either party with [Number] days' written notice. Any collections in progress at the time of termination remain subject to the commission fee.

7. Remittance of Funds

The Agency shall remit all recovered funds, minus the agreed commission, to the Client on a [Monthly/Bi-Weekly] basis, accompanied by a detailed statement.

Signatures:

[Name of Agency Representative]
For [Collection Agency Name]

[Name of Client/Authorized Signatory]
For [Client Name]