



**Trans Canada**  
**Collections & Recovery**  
*The Company that Collects for you.*

Phone: (705) 222-7243 or (877) 722-2453

Fax: (705) 222-5118

[tccr@vianet.ca](mailto:tccr@vianet.ca)

430 Notre Dame, Suite 209

Sudbury, ON P3C 5K7

**Client Information**

Client Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Client Address: \_\_\_\_\_ Client Phone #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Debtor #1 Information**

Debtor's Name: \_\_\_\_\_ Spouse: \_\_\_\_\_ Amount Due: \_\_\_\_\_

Debtor: \_\_\_\_\_ Date Of Birth: \_\_\_\_\_ Spouse: \_\_\_\_\_

SIN: Debtor \_\_\_\_\_ SIN: Spouse \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Mail Returned? Yes/No

Employment: Debtor \_\_\_\_\_ Empl. Phone # \_\_\_\_\_ Empl. Spouse \_\_\_\_\_

Date Last Paid: \_\_\_\_\_ Date Last Charge: \_\_\_\_\_

Additional information: (NSF Cheque, Service Address, Judgement Acct. Etc.)

**Debtor #2 Information**

Debtor's Name: \_\_\_\_\_ Spouse: \_\_\_\_\_ Amount Due: \_\_\_\_\_

Debtor: \_\_\_\_\_ Date Of Birth: \_\_\_\_\_ Spouse: \_\_\_\_\_

SIN: Debtor \_\_\_\_\_ SIN: Spouse \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Mail Returned? Yes/No

Employment: Debtor \_\_\_\_\_ Empl. Phone # \_\_\_\_\_ Empl. Spouse \_\_\_\_\_

Date Last Paid: \_\_\_\_\_ Date Last Charge: \_\_\_\_\_

Additional information: (NSF Cheque, Service Address, Judgement Acct. Etc.)

## **“THE COMPANY THAT COLLECTS FOR YOU”**

### **COMMISSION:**

Retail commission is 35%, including accounts collected through legal action commercial commission is 25% including accounts collected through legal action. Accounts where the debtor is a locate commission is 50%. On accounts outside our area, accounts previously handled by another agency, accounts under \$250.00, court consolidations, accounts over 1 (one) year old a 50% commission rate will be charged.

### **RETURN ACCOUNTS:**

Upon 90 days written notice (fax, e-mail incl.) Trans-Canada collections will return at no charge to the client. If in the 90 days the client makes direct or indirect arrangements with the debtor to prevent Trans-Canada to collect there will be charges incurred by the client of equal amounts to the charges that would have been payable had Trans-Canada been able to successfully collect the debt. With an account given that does not have sufficient information to obtain a judgment, Trans-Canada collections may charge a closing fee to compensate for the work and expense incurred up to that point, this closing fee will be 10% of the balance on said debt.

### **COURT COSTS:**

Authorization sheet must be signed prior to Trans-Canada collections proceeding with any legal action. The client will be responsible for all court costs involved. Trans-Canada collections will not be held responsible in the event an account listed for collections becomes prescribed by the statute of limitations. No commission will be charged on collection of the disbursed court costs. Court costs will be returned to the client from the first monies collected on the debt before deductions for commission to Trans-Canada.

### **REPORTING PAYMENTS:**

The client agrees to report any, and all money directly received on account from debtor. This report is to be made immediately. Trans-Canada will take full commission on an account listed with this office when payment is made directly with client. When merchandise is accepted for return and credit is considered the same as a payment, Trans-Canada collections will charge commission to the client. Any and all of these conditions may be reviewed for certain circumstances and will be at the discretion of the owner/manager of Trans-Canada collections & recovery.

**THANK YOU FOR CHOOSING “THE COMPANY THAT COLLECTS FOR YOU”.**