

# EMS DEBITA

## Wirtschaftsinkasso KG

03/2006

### Collection order-sheet for claims in Germany

#### You are a new customer

In this case we would need the following data once:

\_\_\_\_\_  
Name or Firm

\_\_\_\_\_  
Street, Number (no mailbox)

\_\_\_\_\_  
Postcode/Zip code, town (city)

\_\_\_\_\_  
Country (state)

#### If not the case your customer number is sufficient

Customer number: \_\_\_\_\_

\_\_\_\_\_  
Juridical form; Owner / Legal representative etc.

\_\_\_\_\_  
Your contact person with EMS DEBITA

\_\_\_\_\_  
Phone, fax

\_\_\_\_\_  
Your bank details (IBAN, BIC, SWIFT-code)

We commission **EMS DEBITA KG** to collect our claim(s) as stated below with our debtor(s) mentioned furtheron in this form. We attach copies of all relevant documents such as invoices, reminders, contracts, agreements substantiating our claim(s). To the extent available we have added information on the debtor (bank details, tax and registration numbers, etc).

#### Special instructions:

- Soft approach (valued customer)
- After brief reminder, take legal action without loosing time.
- No specific way of handling requested (pursue ordinary procedure)
- In case of debtor's insolvency **we do not wish** registration of our claim with the legal insolvency administrator
- We wish a visit at the debtor's private residence
- We have been informed about the applicable business terms and do agree with these.

#### Information about debtor:

\_\_\_\_\_  
Name or Firm

\_\_\_\_\_  
Juridical form Owner / Legal representative (full name)

\_\_\_\_\_  
Street, Number (no mailbox)

\_\_\_\_\_  
Postcode/Zip code, town (city)

\_\_\_\_\_  
Supplementary information (bank details for example)

#### Full claim Partly/remaining claim

\_\_\_\_\_  
Amount and currency of claim

\_\_\_\_\_  
Object of claim (Delivery of goods, services, rent, etc.)

\_\_\_\_\_  
Reference and date of invoice

\_\_\_\_\_  
Phone, fax

**For the execution of this order as to the rights and obligations of both parties apply exclusively the general business terms of EMS DEBITA KG as made known to the customer. The customer has read these and does agree with these explicitly.**

\_\_\_\_\_  
Date of order

\_\_\_\_\_  
Legally binding signature of entitled person

#### EMS DEBITA - Wirtschaftsinkasso KG

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