

LAW OFFICE  
OF  
MICHAEL J. BACE, ESQ.  
ATTORNEY AND COUNSELOR-AT-LAW

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DEBT COLLECTION QUESTIONNAIRE

All information provided to this office is confidential, regardless of whether or not you choose to retain this office to serve your legal needs.

Sending this questionnaire to this office allows us to briefly review the facts of your matter prior to an initial consultation. We cannot issue you legal advice until we have reviewed the facts, met with you, and you have signed a written Fee Agreement.

We are delighted you have an interest in retaining this office; If you have any questions with respect to this document, no matter how trivial, please do not hesitate to call and/or email.

*Directions:*

- 1. Fill out this questionnaire in its entirety.*
- 2. Attach all correspondence, invoices, contracts, and other relevant documentation.*
- 3. Mail, email, and/or fax this form to this office.*  
*(Fax: 866-700-0181)*

**I. Your Contact Information**

Name:  
Business:

\_\_\_\_\_

Address:

\_\_\_\_\_

*Street*

\_\_\_\_\_

*City*

*State*

*Zip Code*

Phone:

(H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Email: \_\_\_\_\_

**II. Contract Information**

Do you have a written contract with the debtor?

Yes  No

If no, when was an oral agreement entered into?

Date: \_\_\_\_\_

What were the general terms of the agreement, as you understood them? (e.g. "We delivered paint to the debtor; the debtor signed our delivery slips, and then we sent an invoice for payment within 30 days")

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total amount you have been paid to date: \_\_\_\_\_

Total value of the contract(s): \_\_\_\_\_

Outstanding balance to date: \_\_\_\_\_

**III. Debtor Information**

Name:

Business:

\_\_\_\_\_

Address:

\_\_\_\_\_  
*Street*

\_\_\_\_\_  
*City State Zip Code*

