

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

245 First Street
Suite 1800
Cambridge, Massachusetts
02142

Ph: 508.922.8328
Email: attybace@bacelaw.com

www.bacelaw.com

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

