

Procedures for Nationwide Debt Collection: 8 Steps to Recovering Your Money

1. TEN DAY FREE DEMAND PERIOD

If they pay in the first ten days, it's FREE! Initiate service with a Demand Letter. If Debtor pays you or us in the first ten days, there is no fee. It's our *Ten Day Free Demand Period*.

2. ONE ON ONE WITH THE DEBTOR

After ten days, we will proceed with personal contact. First by telephone, and if the situation warrants, an in-person visit may be made. All collection activity conducted in strict compliance with the FDCPA/Fair Debt Collection Practices Act

3. DUE DILIGENCE

We will conduct a due diligence review to determine the following:

- Management Style
- Corporate Structure
- Employment Verifications
- Real Estate Holdings
- Personal Property
- Banking Relationships
- Credit Worthiness

All non-disputed claims reported to Credit Bureaus in compliance with FCRA/Fair Credit Reporting Act.

4. ATTORNEY FORWARDING

In the event legal action is required, our attorneys, selected from our nationwide network, will make demand for payment and inform the debtor legal action may be filed against them. If the debtor ignores the demand from the attorney, we will present you with our recommendations for suit. No legal action will begin without your authorizations.

5. FILING SUIT

Cost for legal actions vary state to state. As a guide expect fees as follows:

Claims under \$10,000.00 ... 35% to 40% upon recovery, plus advance court cost of \$150.00 to \$250.00.

Claims over \$10,000.00 ... fee negotiable, plus advance court cost of \$150.00 to \$250.00. (Court costs are refunded upon recovery.)

6. CLIENT SERVICE & SUPPORT

An individual Account Manager is assigned to each client; one point of contact for all your claims. Our staff of professionals is experienced in all aspects of commercial and consumer debt collection.

7. ONLINE ACCESS

Online access to files via our web site www.andc.com. You can view and monitor the status of your claims 24/7 with password protection.

8. MONTHLY AND STATISTICAL REPORTS PROVIDED.