

Thank you for enrolling your debt with FDB Collections. To help us facilitate collection efforts on your behalf, please execute and stamp the Collection Agency Agreement (CAL) by adding all required information listed below and kindly return it to our attention at info@fdbcollections.com. This correspondence outlines your authorization and compliance to allow FDB Collections (**its associates, affiliates, shareholders, attorneys, and service members, to name a few**) to represent you in all aspects of debt collection and debt recovery matters. By signing this agreement, you give FDB Collections (**its associates, affiliates, shareholders, and service members**) permission to negotiate your debt, accept payments from your debtor on your behalf where applicable, and, in general, perform any act not constituting the practice of law for you in all matters arising on any account(s) enrolled into our program. FDB will not accept any settlements without your written authorization. Should we reach a settlement offer on your behalf, you agree that FDB deposits all monies received and remit funds to the bank account provided (minus any fees that may apply at the time of remit). Typically, FDB instructs debtors to pay directly to our client and provide copies of the SWIFT / TT / MT-103 / Bank Wire as proof of payment if the payment is not made directly to FDB. This information is required to track each payment and for auditing purposes. By signing this agreement, you understand and agree to these terms.

FDB agrees to provide you with debt collection and debt recovery services FREE of charge until an agreement is reached. Once the final payment is received from your debtor and verified, FDB will provide you with a final service invoice to which you agree will be paid within 30 days from the service invoice date. Your authorized signature represents your company's name and remains in full force until written termination is received in our office.

When outstanding amounts remain unpaid after many unsuccessful attempts, FDB may recommend that legal action be taken. At your request, FDB will conduct sufficient research to recommend an attorney for you to pursue the debtor in the appropriate jurisdiction. **Please note:** Legal representation costs vary, and FDB cannot determine the costs. Once an attorney is recommended, we can assist you with determining an estimate of costs.

You agree to cease ALL communication with the debtor unless instructed to do so by us in writing and immediately redirect all communication to our attention. Please comply to ensure our efforts and avoid FDB terminating our service regarding your file. Please make sure to keep us up to date with current information relating to your debtor.

Your signature below constitutes compliance with this agreement and to accept the above terms and conditions. Please complete this Collection Authorization Letter (CAL) **for each case** you enroll in the program and provide us with all supporting documentation to support your claim.

Company Name: _____

Authorized Signer (Print): _____ Title: _____

Signature: _____ Date: _____

Company Stamp: _____

Collection Information

About You

Your Company Name: _____ (Are you an active WCA member) ID#: _____

Address: _____

Telephone: _____ Fax: _____

Point of Contact _____

Title: _____

Email: _____

Company Website: _____

TRANSMITTAL FOR COLLECTION

This communication is from a debtor collector attempting to collect a debt. Any information obtained will be used for that purpose:

About your debtor

Debtor Company Name: _____

Complete Address: _____

Telephone: _____ Fax: _____

Point of Contact: _____

Email: _____

Company Website: _____

1. Debtor is a: Broker () Carrier () Consignee () Freight Forwarder () Network () Other () Shipper () Shipper's Agent () other:
2. Debtor: Is still in operation () Has ceased operation () Is in bankruptcy ()
3. () Please check here if we have your permission to report your debtors to the national credit bureaus and www.fdbcollections.com and other social media platforms as this may help in our collection success.
4. () Please check here to give us permission to notify your debtor that you may pursue legal action on those debtors who have assets. (After all collection efforts are exhausted, we may recommend the pursuit of legal action, whereby we would send you an agreement under separate cover for you to approve).
5. () **Please provide a synopsis outlining how this debt was incurred. (Use separate page(s) if necessary).**
6. () If this debt DISPUTED by the debtor? If so, what is the basis for their objection?

Please provide us a copy of the SOA for enrolled debt

Date of Invoice	Invoice/Debt Note Number	Debt Amount	Debt Currency