



COLLECTION INFORMATION WORKSHEET

1. Who owes the money?
 - (A) Name of Company: _____
 - (B) Contact Person: _____
 - (C) Address: _____
City: _____ State: _____ Zip: _____
 - (D) Phone number _____ Fax number _____
2. How much is owed? \$ _____
3. Invoices/Contracts/Documents that support the amount owed (please attach documents)
4. Any disputes that might be raised regarding work performed or materials delivered?

