



Email to: info@highland-collection.com Fax to: 781-376-0679

Diversified Credit Services, Inc. (Highland Collection Agency) Service Agreement

We the undersigned agree to the following conditions. Upon receipt of the account(s) placed with Diversified Credit Services, Inc. (d/b/a Highland Collection Agency), we will proceed with the collection process and work the account(s) until resolution or cancellation

Upon collection of the account, Diversified Credit Services will receive the commission fee previously agreed to by both parties. If the client receives direct payment in full or in part of the account placed with Diversified Credit Services, then the appropriate commission is due to Diversified Credit Services. The client must notify Diversified Credit Services when a direct payment is received. If Diversified Credit Services does not collect, there is no commission, unless the client grants a credit for return product or any other reason, thereby releasing the account from the debt. Then Diversified Credit Services is due the total commission based on the invoice total.

On the last day of each month Diversified Credit Services will provide a statement to the client that reflects all payments made during the month directly to the client and received by Highland Collection Agency. Highland Collection Agency will deduct all commissions from the payments received in-house and disburse the funds directly from our bank. Disbursements are usually sent and received by clients around the 10th of the following month. If payment has been made direct to the client, Diversified Credit Services will attach an invoice for our commission along with the statement.

The client may cancel any account at any time, unless the account is in a payment plan process, or a commitment of payment has been made. If the client still wishes to cancel the account, the full commission fee is due to Diversified Credit Services.

If an account offers a settlement, the client will be notified in order to make a decision on whether to accept the offer.

It is our mission to collect your debt in full as quickly as possible.

Diversified Credit Services, Inc. (d/b/a Highland Collection Agency) is bonded.

_____	Diversified Credit Services, Inc.
Company Name	
_____	_____
Name	Name
_____	_____
Authorized Signature	Authorized Signature
_____	_____
Date	Commission Fee

	Initial Placement