

<b>DATE OF ASSIGNMENT:</b>	
<b>COMPANY NAME:</b>	
<b>COMPANY MAILING ADDRESS:</b>	
<b>CONTACT NAME:</b>	
<b>CONTACT TELEPHONE:</b>	<b>EXT</b>
<b>CONTACT EMAIL:</b>	
<b>YOUR ACCOUNT#:</b>	

**ITEMIZATION OF DEBT**

<b>PLEASE CHOOSE TYPE OF DEBT: (CIRCLE ONE)</b>	<b>AUTO LOAN DEFICIENCY</b> <b>CREDIT CARD DEFICIENCY</b> <b>LINE OF CREDIT DEFICIENCY</b> <b>OVERDRAFT PROTECTION DEFICIENCY</b> <b>STUDENT LOAN DEFICIENCY:</b> <b>TYPE OF LOAN:</b> <b>OTHER:</b>
<b>AMOUNT OF DEBT:</b>	
<b>DATE OF DEFAULT:</b>	
<b>RATE OF ACCRUING INTEREST:</b>	
<b>RECOVERIES MADE BY RESPONSIBLE PARTY(IES):</b>	
<b>DATE OF RESPONSIBLE PARTY'S LAST PAYMENT:</b>	
<b>NET AMOUNT OWED:</b>	
<b>IF NET AMOUNT OWED IS SUBJECT TO CHANGE, PLEASE ADVISE.</b>	

## RESPONSIBLE PARTY(IES)

NAME:		NAME:	
ADDRESS:		ADDRESS:	
TELEPHONE:	HOME:	TELEPHONE:	HOME:
	WORK:		WORK:
	CELL:		CELL:
SOCIAL SECURITY#:		SOCIAL SECURITY#:	
DRIVER'S LICENSE#:		DRIVER'S LICENSE#:	
DATE OF BIRTH:		DATE OF BIRTH:	

## COMMENTS

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## GENERAL INFORMATION

Upon assignment receipt, the claim is promptly entered into Vargo & Janson's computer system and a file is created. The file is then appropriately assigned to a Collector or an Attorney. A demand letter is then forwarded to the responsible party(ies) and an acknowledgment of assignment notification is sent to you.

You will receive a Status Report every 90 days unless a monetary activity has occurred, in which case you will receive a Transaction Report for that month. Accounts assigned are handled on a contingency fee basis as per our agreement/contract. Limited skiptracing services, if necessary, are provided at Vargo & Janson's expense.

Vargo & Janson does not require an entire copy of your claim file. Please forward all supporting documentation to substantiate the debt to correspond with your net amount owed. This includes:

Auto Loan Deficiency: Promissory Note, correspondence indicating deficiency balance (to include interest owed to date), any subsequent promissory note agreement (novation), etc.

Credit Card/Line of Credit/Overdraft Protection Deficiency: Copy of credit card application, last billing statement, etc.

Student Loan Deficiency: Itemization of the loan amount, promissory note, employer reimbursement contract, etc.

**THANK YOU FOR YOUR BUSINESS**