



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 accounts(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 the account a credit for return product or any other reason, thereby releasing the account from the debt. Then Diversified Credit Services is due a 5% 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 checks received in-house and remit payment with the statement. If a check is received the last few days of the month from an account, we will hold the statement a few days to be sure the funds have cleared the bank. If payments have been sent directly to the client, Diversified Credit Services will provide the statement and attach an invoice for the commission due.

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 licensed and bonded in Massachusetts. We remain in good standing with the Massachusetts Division of Banks.

Company Name

Diversified Credit Services, Inc. Authorized Signature

Authorized Signature

Date

Date

Initial Placement: \$ _____

Commission Fee: _____