



WOLFCO BAILIFFS

A Division of Matrix Communications Management, Inc
"Recoveries with Integrity"

TERMS AND CONDITIONS

All accounts listed with Wolfco Bailiffs - A division of Matrix Communications Management, Inc are subject to the following terms and conditions:

Accounts listed for collection will be at the agreed rate of **25%** commission.

NO COLLECTION - NO CHARGE

In the event legal action is required, we will contact your office and request permission to sue in writing. Court costs are payable in advance to Wolfco. Bailiffs - A division of Matrix Communications Management, Inc. Above commission rate remains the same.

Court costs may vary depending on the legal action required to finalize your claim.

Any searches required in researching your file are extra. Costs are from \$35.00 to \$75.00 per occurrence. Any outstanding fees are subject to a **2% fee per month** and **24% per annum**.

Once an account has been listed with Wolfco Bailiffs - A division of Matrix Communications Management, Inc; all contact from your customers is to be referred to Wolfco Bailiffs - A division of Matrix Communications Management, Inc.

Merchandise returned as a result of our efforts will be subject to the commission charge listed above.

All payments received by us, or by you, are subject to the commission charge listed above. Any and all payments received by you must be sent to our office promptly.

All accounts listed with our firm must be given a 6 month notice before a request for closure can be made. Any request for closure made prior to this time will be subject to a 10% fee of that debt's outstanding balance.

Any accounts for which we have payment arrangements pending, or in place, will **NOT** be closed.

COMPANY NAME: _____ COMPANY REP.: _____

ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

Terms and conditions are agreed upon:

Authorized Signature: _____ Date: _____

Print Name: _____

FAX COPY TO 604-599-4367 AND ORIGINAL MUST BE MAILED TO:

WOLFCO BAILIFFS

A Division of Matrix Communications Management, Inc
43076 RPO CASCADES Burnaby, B.C. V5G-4S2

A Member of the Surrey Board of Trade/The Better Business Bureau/Greater Langley Chamber of Commerce/ACA

IF ALL INFORMATION IS NOT FILLED OUT COMPLETELY, THE ACCOUNT WILL NOT BE LISTED