

Free Demand Letter Service

American Financial Management (AFM) can send out a *Final* Demand Letter to your delinquent customers, covering a period of up to 30 days, at no charge to you. If you are paid within this 30-day period and notify AFM before the Free Demand Letter Service Period, then AFM does not charge any fee. However, if your debtor does not pay within this Free Demand period, then your claim will automatically be placed in AFM's standard collection processes with the fees in accordance with AFM's Published Rate Schedule.

This Free Demand Letter Service is available for commercial Accounts exceeding \$300.00.

Advantages of Free Demand Letter Service

- **Third Party Intervention** — These letters are sent on AFM letterhead – giving the impression we are already involved.
- **Flexibility** — This program gives you the flexibility to use the Letter Service for a period of 10, 20, or 30 days. The choice is yours.
- **No Cost** — Payments reported to AFM within the selected time frame result in no charge to you.
- **Proven Results** — Approximately 20% of the dollars put on the Free Demand Letter Service Program are collected – at no cost. Some Clients resolve as many as 50% of their claims on this program – at no cost.
- **Retaining Customers** — The Free Demand Letter Service allows your valued customer the opportunity to remain a customer. If this customer does not respond during the 30-day time frame – they belong in collection.

Attorney Intervention

Amounts unpaid at the end of the selected Free Demand period will be automatically entered into AFM's standard collection processes, AFM's Attorney Intervention Program.

AFM utilizes collection attorneys to assist in the recovery of delinquent accounts. These attorneys are focused on collection / resolution, not litigation. Their sole function is to contact debtors to obtain prompt, voluntary payment.

Reporting Cash Receipts

All payments reported to AFM prior to the expiration of the Free Demand Letter Service Period will result in no charge for the reported payment. Client must notify AFM that Client has received payment either by email at freedemand@afm-usa.com or by fax at 847-259-7014.

If payment is not reported to AFM prior to the expiration of the Free Demand Letter Service Period, AFM will then begin standard collection processes with the fees in accordance with AFM's Published Rate Schedule. Client acknowledges that after the expiration of the Free Demand Letter Service Period, any modification reported by Client to AFM, or any discovery by AFM, that Client's Account has been partially or fully paid before or within two (2) days after the expiration of the Free Demand Letter Service Period is subject to a ten (10) percent fee of the amount paid. Please see www.afm-usa.com/termsandconditions to view AFM's Terms and Conditions.

AMERICAN FINANCIAL MANAGEMENT, INC.

3715 VENTURA DRIVE • ARLINGTON HEIGHTS, ILLINOIS 60004

(847) 259-7000 • FAX (847) 259-7014

www.afm-usa.com

FREE DEMAND LETTER SERVICE INDUSTRIAL & COMMERCIAL DIVISION

**PLEASE SEND THIS FORM WITH
EVIDENCE OF THE AMOUNT OWED**

DATE _____

DEBTOR

-
-
-

CREDITOR

-
-
-

Amount Owed (must exceed \$300 for Free Demand) \$ _____

1. Debtor's Business Telephone # _____ Fax # _____

2. Contact information of the responsible parties:

(a) Name _____ Cell/Residence # _____ Email _____

(b) Name _____ Cell/Residence # _____ Email _____

3. Debtor Banking Information _____

4. Debtor's Business type ☐ Corporation/LLC ☐ Partnership ☐ Sole Owner

5. Experience with Debtor ☐ Broken promises ☐ NSF checks ☐ Dispute
☐ Out of business ☐ Ignores all demands

6. Enclosures ☐ Statement ☐ Invoices ☐ Guarantees ☐ Contracts
☐ NSF check(s) ☐ Credit Application ☐ Credit report ☐ Correspondence

7. Any special circumstances, information, or instructions _____

8. Free Demand Letter Series Period: ☐ 10 DAY ☐ 20 DAY ☐ 30 DAY

Please proceed with the **FREE DEMAND LETTER SERVICE** for the above claim subject to American Financial Management's ("AFM") Terms and Conditions that are located at www.afm-usa.com/termsandconditions. All payments reported to AFM prior to the expiration of the Free Demand Letter Service Period will result in no charge for the reported payment. Client must notify AFM that Client has received payment either by email at freedemand@afm-usa.com or by fax at 847-259-7014. If payment is not reported to AFM prior to the expiration of the Free Demand Letter Service Period, AFM will then begin standard collection processes with the fees in accordance with AFM's Published Rate Schedule. Client acknowledges that after the expiration of the Free Demand Letter Service Period, any notification by Client to AFM, or any discovery by AFM, that Client's account has been partially or fully paid before or within two (2) days after the expiration of the Free Demand Letter Service Period is subject to a ten (10) percent fee of the amount paid.

Submitted by: _____
Please print name Title

Signature: _____
Email Address