Collection Agency Status Report

Instructions: This form may be used to monitor and maintain control over accounts placed with collection agencies. It should be updated and reconciled to agency reports regularly.

Name of Collection Agency _____ Report Date _____

Name of Contact Person _____ Phone Number _____

Account		Initial Data		Activity to Date			Current Status		
Name	Number	Date Placed	Amount Placed	Amount Collected	Date Last Paid	Amount Last Paid	Unpaid Balance	Stage *	Comments

* Current Stage Legend

A Newly placed account; 10 day free demand phase
B Satisfactory; paying as agreed
C Negotiating a settlement
D Final demand made by agency
E Placed with attorney
F Suit filed
G Remaining balance to be written off
H Customer filed Bankruptcy