

The Lotus Agency

Immediate Claim Placement
6311 Van Nuys Blvd., Ste 478
Van Nuys, CA 91401
Phone: (818) 994-9117 or (818) 510-4609
Fax: (661) 299-1295

Please proceed with immediate collection of the account listed below. We agree to pay your fee of 25% of the settlement amount upon payment. The Lotus Agency agrees to notify you promptly of any payments received, and you agree to pay our fees on any payments made directly to you from the date of this assignment.

Debtors name: _____
Address: _____
City: _____ State/Zip: _____
Name of contact: _____
Telephone (____) _____ Fax (____) _____
Balance due: \$ _____ Date of last charge: _____
Your customer number: _____
Debtors entity if known: Corp _____ Partnership _____ Individual _____

We have enclosed copies of the following: Invoices _____ Itemized statement _____
NSF Check _____ Mail originals _____ Other documents _____

Please share with us any comments you feel would be helpful in expediting collections.

You are authorized to forward this claim to an attorney if necessary: _____
No legal action is to take place without our approval: _____

Creditor: _____
Address: _____
City: _____ State/Zip: _____
Telephone: (____) _____ Fax: (____) _____
Signature: _____ Date: _____/_____/_____
Please print name: _____