



Terms and Conditions

This agreement between you, the (CLIENT) _____ and Woodstock Oxford Collections Inc. o/a The Credit Bureau grants The Credit Bureau the right to collect each listed account/claim in its sole discretion including commencing / continuing legal action (after signed CLIENT approval), compromising or settling claims or assigning claims as set below:

The CLIENT agrees to all terms and conditions herin or supplied by *The Credit Bureau* and that "Ownership of said account(s) now belongs to the Woodstock Oxford Collections Inc. o/a The Credit Bureau. The Credit Bureau's Services will be supplied at its Collection Service Rates, subject to its commissions and costs.

The CLIENT agrees to report **every** payment received directly to them by the debtor or other source. Payments collected by our office will be remitted to the CLIENT by the 20th day of the following month. The Credit Bureau can provide an amount in gross or net.

If payment is received to you (CLIENT), commission will be billed to CLIENT the 1st day of the following month payment is received. Applicable HST will be shown on the remittance.

If at any point the CLIENT requests to have the file (s) removed, and or closed by The Credit Bureau, a close out fee not exceeding the applicable commission will be administered and charged to the CLIENT where collection activity has been initiated, payment arrangements made, an error has occurred in listing the account, and where the credit file has been affected. **(Please initial _____)**.

The **CLIENT** warrants the names and amount of each account listed to be correct to the best of their knowledge and will supply all necessary information for evaluation and collection and will appear in court for any proceeding pertaining to the claim or execute any necessary document pertaining to the claim. Under this agreement, The Credit Bureau has power of attorney to endorse all cheques and money orders made payable to the **CLIENT**.

There is no initial charge or membership fee to list your accounts with us, however, where **LEGAL ACTION** is/has commenced the **CLIENT** will irrevocably assign the debt/account/claim to The Credit Bureau and all other terms and conditions remain the same. All **LEGAL** costs will continue to be invoiced and paid by the **CLIENT** in accordance with the *Collection Agencies Act*. The Credit Bureau has no obligation to commence proceedings, to prevent any claim from being statute barred, to prevent the expiration of judgments or to defend the **CLIENT** from any claim or counterclaim or provide the **CLIENT** counsel. The Client agrees to indemnify and hold harmless The Credit Bureau, its employees, agents, principals, officers, and directors from liability arising from acts of the **CLIENT**. If successful, court costs are recovered commission free.

Client Signature

(Acting Representative)

Title

Date