

SERVICE SCHEDULE (Single Debt)



This Service Agreement is made the _____ day of _____ 20____

BETWEEN _____ Co Reg. _____

(*the "Client"*); and **Coface UK Services Ltd, (Coface)**, registered, 3946800 at 15 Appold Street, London, EC2A 2DL, UK.

This Service Agreement consists of this document (**Service Schedule**), and the General Service Conditions (GSC). Please note that the terms in **heavy** type are defined in the GSC. The terms in *italics* have the value and meanings specified in this Schedule. These services are provided subject to the conditions described for the particular service, and to the GSC.

Administrative address			
	Post code	Tel	
Contact	E mail	Fax	
Registered address			

1. Specific service selected Collection Service in respect of the Account specified below.

2. Service Objectives The following objectives form part of this contract:

2.1 **Coface** will enter the **Account** details on to the CMS collection system and issue a standard Demand letter. A Collector will be assigned who will be responsible for contacting the debtor in a persistent and professional manner, with the purpose of negotiating payment. All disputes will be notified promptly to *the Client* for resolution. Where other actions are required the collector is responsible for presenting the recommendations to *the Client* with an assessment of the costs and probability of success.

2.2 Further action, including Litigation:- **Coface** is able to offer tracing, localised collection and legal action on a Global basis. These costs are additional to the charges itemised below and will only be incurred with *the Client's* written authority.

Trace UK	Trace Overseas	Other Service Requirements
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Account (debt) details, please attach copy invoices.

Name & administrative address			
Currency & amount	Post code	Tel	
Contact	E mail	Fax	

Late payment	Interest @	%	Collection Charges @	£	Date from
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Specific instructions to the collector;

3. **The Charges:** Collection will commence once placement fee has been received. Immediate payment is required for the placement fee. Collection fees are payable 30 days from date of invoice unless otherwise advised. Use of local lawyers or agents resulting in additional costs will be agreed before any instruction.

Advance placement fee of £	Followed by a rate of	%	Rising to	% if escalation to local representation
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4. Duration : This Contract comes into effect today, & will run until the Account has been collected or the file closed

5. Law and Jurisdiction: The Courts of England and Wales shall have jurisdiction in respect of any dispute arising in connection with this Service Agreement. This Service Agreement will be governed by, and will be construed in accordance with English Law.

In witness whereof, the parties have caused this Service Agreement to be duly executed by their authorised representatives.

For and on behalf of The Client

For and on behalf of **Coface UK Services Limited**

NAME:

NAME:

POSITION:

POSITION:

SIGNED:

SIGNED:

Please tick box to confirm you have read and confirmed acceptance of our Terms & Conditions

If you do not want to be contacted by us, please tick the following box, but remember that this will preclude you from receiving details of any of our offers.

All Prices are exclusive of VAT

Coface UK Services Ltd Egale 1 80 St Albans Road Watford Herts WD17 1RP Telephone: 01923 478100 Facsimile: 01923 478101

Coface is incorporated in France with limited liability and registered in England and Wales number BR001974/FC017117 at 15 Appold Street London EC2A 2DL

Coface UK Services Ltd is a subsidiary of Coface and is registered in England and Wales number 3946800 at 15 Appold Street London EC2A 2DL. VAT number 626 8895 84. Part of the Coface Group