

# New collection case - Simplicity

Version 2.0

## How to

Fill out the form on the screen and save it to your computer. Hereafter you can either:

- Email the form to [claims-collections.fi@eulerhermes.com](mailto:claims-collections.fi@eulerhermes.com), or
- Send the form by post to Euler Hermes, Mannerheimintie 105, 00280 Helsinki

Date: 

## Information needed for the collection case handling

Please provide copies of the following documents, which are needed for the amicable collection process - please indicate the ones you have enclosed:

- All outstanding invoices (and credit notes regarding the outstanding amount)
- Statement of account showing the period 6 months prior to the first outstanding until today
- (must show all movements on the account)
- Statement of account showing all open items
- Information about any payments that are not shown on the statement
- Order confirmations
- Delivery confirmation, consignment note or similar
- Documentation for agreed interest rate
- Any correspondence with the debtor

Please clarify if any of the above cannot be provided:

## Your information

Policy no.:  Company:

Contact person:

Phone no.:  Email:

## Information about the debtor

Company name and address:

Email:  Contact person:

Phone no.:  Website:

EH ID:  Your debtor ref. no.:  CVR no./VAT\*:

Debtor's bank details:

\*Alternatively company registration number for the relevant country.



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## All invoices

No.	Invoice no.	Invoice date	Due date	Invoice amount	Outstanding invoice amount
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
<b>Total amount:</b>					

## Information about the collection case

Is the case insured (sent to collection within 90 days after the first invoice's due date)?  Yes  No

Currency:  Agreed interest rate (% p.a.):  Various fees:

Date for notification of debt collection sent to the debtor:  Dispute(s)?  Yes  No Retention of title?  Yes  No

Comments:

It is acknowledged that the above debt collection case is handled and settled according to the present terms and conditions of Euler Hermes. Following the debt collection department will make a claim on your behalf and settle with our claims department.

\* If the interest rate differs from the statutory interest rate please provide documentation for this.