



<http://www.aktiva-inkasso.de>  
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Professionelles Forderungsmanagement

**AKTIVA GmbH**  
Auftragsannahme  
Am Kämpchen 5  
42781 Haan

Date: \_\_\_\_\_

## Collection order list

We hereby place with you the order to collect a total of \_\_\_\_\_ claims for us and to transfer incoming amounts to our bank account.

You will find the details on the individual collection orders, in particular name of company or complete first and surname of debtor, address of debtor, outstanding amount, our invoice number as well as the invoice date from the enclosed invoice copies, Open Item lists files/attachments.

**If partial payments have already been made or if the bank details of the debtor is known, we have also made a note of this.**

### **Initial order or follow-up order**

*(Please only mark one option)*

- We have already instructed you to collect outstanding debts in the past.  
My master data and my bank details have not changed.
- We have already instructed you to collect outstanding debts in the past.  
However please take note of the changes on the reverse.
- We are instructing you to collect outstanding debts for the first time.  
Please take note of the details on the reverse.



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Date: \_\_\_\_\_

## My contact details:

Name of company:

Street:

Town/Post code:

Owner/Managing Director:

Phone/Fax:

Mail (@):

Contact person:

Mr / Mrs / Ms / Miss

Direct line

## My bank details:

IBAN:

SWIFT: