

PINE Credit & Collection Service, Inc.

Established by Printing Industries of New England

5 Crystal Pond Road
Southborough, MA 01772
Telephone: (508) 804-4131
Fax: (508) 804-4119

PINE Claim Initiator

Date: _____

Please advise us of your specific instructions regarding this claim:

_____ 10-day free demand service

Amount of debt: \$ _____

_____ Immediate intervention

- Debtor Profile -

Full company name: _____

Tel. _____

Complete address: _____

Fax _____

City: _____ State: _____ Zip: _____

Principals / Titles: _____

Debtor's bank (provide copies of any previous checks): _____

Account history and remarks: _____

- Enclosures -

_____ Itemized statement of account

_____ Purchase order / contract

_____ Example of print-work performed

_____ Credit application

_____ Copies of invoices

_____ Other supporting documentation

Your company name: _____

Tel. _____

Address: _____

City: _____ State: _____ Zip: _____

Name and title of person placing this claim: _____

Please mail or fax all documents pertaining to this claim to the above address or fax number

Please see reverse side of this form for more details and fee structure.

PINE Credit & Collection Service, Inc. Fee Structure

Dedicated exclusively to PINE members

FREE DEMAND SERVICE — NO COST OBLIGATION

The 10 day free demand service has no restrictions. Accounts can be withdrawn at any time during this period, for any reason, with no fee being incurred. The free demand service is designed for your accounts that require a more subtle approach to recovering that over-due receivable. When the 10-day free demand period expires and if the debt has not been paid, PINE will automatically take immediate action to recover the debt and fully protect your interest.

IMMEDIATE INTERVENTION SERVICE

PINE will commence with immediate collection activity against the more stubborn debtor. This service is tailored to meet your needs for the seriously delinquent account with substantial past-due balances. We will provide you with constant updates on the status of our progress. Claims collected by PINE are subject to a 17% service fee, with two exceptions. On any account less than 90 days overdue and/or over \$20,000.00, PINE's fee is only 9%. That's nearly half off standard fee.

WITHDRAWAL OF ACCOUNTS

Regular collection fees will apply for any account that is withdrawn pending PINE collection action.

MATTERS REFERRED TO OUR ATTORNEYS

All accounts are forwarded to attorneys in accordance with the rules and regulations of the Commercial Law League of America. Additional expenses such as suit fees and advance court costs may be requested by attorneys if suit is deemed necessary to compel payment. Every effort is made to collect interest and costs from the debtor. Included in the attorney fee structure below is a 5% fee for PINE's services.

ATTORNEY COLLECTION RATES

First \$300.00 — 25% of amount collected

\$301.00 to \$2,000.00 — 23% of amount collected

Any balance over \$2,000.00 — 18% of **amount collected**