Mercantile agent · Debt collection · Field calls · Process serving · Servicing regional Victoria and southern NSW
PO Box 454, Huntly VIC 3551 · 0493 795 851 · mark@victoriancountrymercantile.com.au · victoriancountrymercantile.com.au

Debt Referral Form

Fill in this form on screen or print it, then email it with copies of your invoices and any signed terms to mark@victoriancountrymercantile.com.au, or post it to PO Box 454, Huntly VIC 3551. Use one form per debtor. Fields marked * are required. Not sure about something? Call Mark on 0493 795 851.

A YOUR BUSINESS DETAILS (THE CREDITOR)

Business / legal name *		Trading name (if different)
ABN *	ACN (if a company)	Registered for GST? * ☐ Yes ☐ No
Contact person *		Position
Business address *		
Phone *		Email *

B DEBTOR DETAILS (WHO OWES THE MONEY)

Debtor is *
☐ Individual ☐ Sole trader ☐ Company ☐ Partnership / trust / other

Full name / company name *		Trading name (if any)
ABN	ACN	Date of birth (if known)
Contact person (if business)		
Last known address *		
Postal address (if different)		
Mobile	Other phone	Email
Guarantor / director / other people liable (name and contact)		
Other contacts or information (employer, vehicle, site address, etc.)		

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C DEBT DETAILS

Unpaid invoices * (attach copies). Use a separate sheet if you need more rows.

Invoice no.	Invoice date	Due date	Amount (incl. GST) $

Goods or services supplied (what, where, when) *

Original amount owed $ *	Payments received $ *	Outstanding balance $ *

Debt is for *

☐ Business purposes ☐ Personal / household purposes ☐ Not sure

Did the debtor sign or accept your terms and conditions / quote? *

☐ Yes ☐ No ☐ Not sure

Do your terms allow interest on overdue amounts? (clause no. and rate)

Do your terms allow recovery of collection / legal costs? (clause no.)

Reminders already sent (dates and how: email, SMS, letter, call) *

Date of last contact with debtor	Date of last payment / acknowledgement

Has the debtor disputed or complained about any of the work, goods or amount? *

☐ No ☐ Yes, details below

Dispute details / anything else we should know (hardship, insolvency, payment plan offered)

D DOCUMENTS ATTACHED

☐ Copies of all unpaid invoices	☐ Account statement
☐ Quote / estimate accepted	☐ Signed terms and conditions / credit application
☐ Personal guarantee (if any)	☐ Emails, texts, letters with the debtor
☐ Delivery dockets / job sheets / photos	Other:

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E HOW PAYMENTS ARE MADE AND REMITTED

Debtor should pay *

☐ VCM client funds account (VCM remits to you) ☐ Directly to me (I'll tell VCM within 2 business days)

Your bank account name (for remittance)	BSB	Account no.

F AUTHORITY AND AGREEMENT

☐ I authorise Victorian Country Mercantile (VCM) to act as my agent to recover this debt, including contacting the debtor by letter, email, SMS, phone and in person, and receiving payments into VCM's client funds account on my behalf.

☐ I confirm the debt is genuinely owed, the information and documents provided are true and complete to the best of my knowledge, and I will tell VCM promptly of any payment, dispute, insolvency or contact from the debtor.

☐ I agree to VCM's fees: commission only, on amounts recovered, plus GST: 25% (balance under $1,000), 20% ($1,000 to $4,999), 15% ($5,000 to $10,000), 10% (over $10,000), set by the balance when referred. No letter, admin, lodgement or upfront fees. Skip tracing and field calls are charged in addition, quoted case by case and only with my approval. Commission also applies to any payment made to me directly after referral.

☐ I understand VCM will not start legal action or spend money on my behalf without my written approval.

☐ Privacy consent: I confirm I am allowed to give VCM the debtor's personal information for debt recovery, and I consent to VCM collecting, using and disclosing my and the debtor's information for this purpose under VCM's Privacy Policy.

Name *	Position / capacity *

Signature *	Date *

OFFICE USE ONLY

VCM file no.	Date received	Checked by

Victorian Country Mercantile is a mercantile agency. We act on your behalf and follow the ACCC/ASIC Debt collection guideline for collectors and creditors and the law. VCM charges commission on amounts recovered (plus GST), with no letter, admin, lodgement or upfront fees. Skip tracing and field calls are extra, quoted case by case and only with your approval.