

# NEW COLLECTION CASE - NOT INSURED

Version 2.0

## How to

Fill out the form on the screen and save it to your computer. Hereafter email the form to [claims-collections.dk@eulerhermes.com](mailto:claims-collections.dk@eulerhermes.com).

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:

- 10-days notification of debt collection (according to Danish Law)
- All outstanding invoices (and credit notes regarding the outstanding amount)
- 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.:	<input type="text"/>	Company:	<input type="text"/>
Contact person:	<input type="text"/>		
Phone no.:	<input type="text"/>	Email	<input type="text"/>

## Information about the debtor

Company name	<input type="text"/>	Address	<input type="text"/>		
Email:	<input type="text"/>	Contact person:	<input type="text"/>		
Phone no.:	<input type="text"/>	Website:	<input type="text"/>		
EH ID:	<input type="text"/>	Your debtor ref. no.:	<input type="text"/>	CVR no./VAT*:	<input type="text"/>
Debtor's bank details:	<input type="text"/>				

\*Alternatively company registration number for the relevant country.

## 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.					
Total amount:					

## Information about the collection case:

Currency		Agreed interest rate (% p.a.):*	
Various fees:		Date for notification of debt collection sent to the debtor :	
Dispute(s)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Retention of title?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:			

It is acknowledged that the above debt collection case is handled and settled according to the present terms and conditions of Euler Hermes.

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

### Contact Euler Hermes

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