

# 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.no@eulerhermes.com](mailto:claims-collections.no@eulerhermes.com), or
- Send the form by post to Euler Hermes Norge, PB 6875 St.Olavs Plass, NO-0130 Oslo.

Dato:	
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## 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:

- 14 days payment reminder
- 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:	

## Debitoropplysning

Company name		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.

**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:					

**Opplysninger om inkassosaken**

Is the case insured (sent to collection within 90 days after the first invoice's due date)?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>						
Currency:		Agreed interest rate (% p.a.):									
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. Following the debt collection department will make a claim on your behalf and settle with our claims department.

**Contact Euler Hermes**

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