

Incorporated Management Services Company
Post Office Box 311736
Atlanta, Georgia 31131
(404) 699-2607
COLLECTIONS PROGRAM

Program Services

1. Organize, research, reconcile, collect on and close out open accounts receivable files *(via a method of calls, letters, negotiations, records/communication tracking and funds transferred directly into your accounts business)*
2. Provide service of process which includes summons, subpoenas, eviction notices, etc. and evasive service. Full process for levies, writs and wage garnishments – prepare and process form documents from start to finish required to obtain writs, levies, and garnishments.
3. Notary Public – notarized court and other documents such as verifications and affidavits
4. Physical Address Location – research and confirm a new address of an individual when provided with the old address
5. Skip tracing – attempt to locate individuals through old addresses

Fees

1. **\$10 per file (mailings and administration)**
2. **Litigation costs (if applicable)**
3. **Volume discounts**
4. **More files equals more savings**
5. **10% of monies collected***
6. **See “PROCESS SERVER SERVICES” for Notary, Address Location and Skip tracing fees.**

*When turning your files over to our company we require \$10.00 per file, this simply covers mailing which includes certified letters. When files are forwarded for litigation, you only pay the filing fees and service of process fees up front – approximately \$157.50 per file. The more files you start with the less the service of process fee becomes – 5 files or less 75.00 per services up to 10 files 65.00 per file more than ten files 55.00 per service except outside the perimeter add \$25.00 per file.

Our percentage is 10% of the collected amount – 15% if the investigative division was required to locate these individuals.