



412 East 25th St. - PO Box 129  
Kearney, NE 68848  
Ph: (308) 237-2161  
Fax: (308) 234-4720

### Listing Agreement Addendum..... Fee Based Pre-Collection Services

- Any fee-based submissions must be made using our online submission portal.
- If mail you sent to debtor has been returned to you, the account must be placed in Direct Collections.
- If a Pre-Collection letter is returned to us, the account will immediately be placed in Direct Collections.
- When payment is made in full, or arrangements are made directly with you, you will report the payment via the online portal (this will prevent the account from rolling over to direct collection).
- Any accounts that do not respond within 28 days to the **PRE-COLLECTION LETTER** to dispute the charges (in writing) or with payment in full or arrangements for payment, are then placed into **DIRECT COLLECTION** according to your listing agreement.
- A fee of \$5.00 will include processing the account and **ONE** Pre-Collection letter sent requesting payment directly to you within 28 days. Fees will be deducted from commissions due within a given month OR billed to you directly.

Please initial, date and return this addendum to PCS.

Company \_\_\_\_\_ Date \_\_\_\_\_ Initial \_\_\_\_\_