



## PROFESSIONAL COLLECTION SERVICE

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## Contact Us

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Now that the holidays are over and tax season is here, many businesses are reviewing 2015. It is important to know where you have been so you can decide where you want to go! At Professional Collection Service we are dedicated to our mission – providing quality collection services and education regarding accounts receivable management.

PCS can help you get to where you are going. Check our website often for new resources, blog entries and announcements. And, of course, the online portal for submitting accounts and running reports is a good way to review your collections activity.

We are pleased to announce enhanced reporting services and additional collection services.

### Enhanced services launched!

A **Statistical Report** is a snapshot of your activity, summarized by month. Most of you are familiar with an inventory report - a listing of submitted accounts. You can now run a statistical report that gives you month by month totals of the number of accounts you have submitted, average \$ amounts, average age, etc.

If you use our online portal, you can run this report by clicking on the reports tab and selecting statistical report in the left hand column. Hint: Run this report as a .pdf for easier viewing. AND....run inventory reports as excel so you can manipulate data.

**Pre-Collection Services** are now offered to ALL clients as a fee based service. We have offered

pre-collection to high volume clients in the past, but now, for a very small fee, all clients can take advantage of this service and pay NO commission if the account is paid in pre-collection.

One pre-collection letter is sent on your behalf for a flat-rate fee of \$2.00. The customer pays you directly during the 28 day pre-collection period. If they don't pay, it is rolled to direct collections.

For more details, visit our website or call!

**Give pre-collection a try! Till March 1st, submit 10 accounts for pre-collection ....**

**NO FEE!** (requires pre-co listing agreement and online submission)

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