

GREAT IDEAS FOR DATA CONTRIBUTORS

This is a great, non-threatening and positive approach **THAT WORKS!** Send this letter to all past due accounts, or *all* accounts, to let them know that you will soon be reporting your commercial accounts to Experian. Those that pay well *will appreciate it*, and some that are past due *may just pay you . . .*

INITIAL NOTICE LETTER

To All Open Accounts:

On (insert date 30-60 days from now), we will begin reporting all open account balances to Experian Business Information Solutions as part of our subscription agreement. This information will become part of a permanent record similar to reports that banks, credit card and leasing companies obtain for loan applications.

The reporting of this data will allow you to build a strong credit history in a database that is instantly accessible to companies nationwide. This should drastically reduce delays when your firm applies for credit with other suppliers in the future. Experian is the industry leader in credit information with detailed histories on over 14 million businesses & 195 million individuals - far more than any other provider!

Please take this opportunity to examine the enclosed list of past due invoices. Any past due balances, as of (30-60 days from now), will be reported with the "days beyond terms." All payments made before the initial reporting will reflect favorably.

Thank you for your cooperation - please remit all payments to:

YOUR COMPANY NAME, ADDRESS AND PHONE NUMBER HERE

Sincerely,

Your Favorite Credit Manager

. . . and for those that don't pay, and don't contact you - they deserve to be reported!!

FINAL NOTICE LETTER

Repeated attempts have been made to collect the past due balance on the above listed account. The account has not yet been made current and therefore we are prepared to take further actions. On (insert date 30-60 days from now) your account will be placed in the hands of a Collection Agency at which time you will be additionally liable for all collection fees and court costs.

On that same date, the derogatory status of your account will be submitted to Experian's Business Information Solutions national database and within hours will be reported to all Experian subscribers, which include most banks, factors, leasing companies and credit cards. Companies receiving this information will use it to reconsider the credit worthiness of your account and will act accordingly.

Please take this opportunity to avoid such actions. Remit \$_____ to the address below before collection actions are initiated!

YOUR COMPANY NAME, ADDRESS AND PHONE NUMBER HERE

Sincerely,

Credit & Collections Manager

A few other ideas . . .

Alert them at every point of sale! Have "WE REPORT TO EXPERIAN" printed on your order forms and your invoices!

Get your "WE REPORT TO EXPERIAN" stickers from your local representative - FREE OF CHARGE!!!