

## Case Submission Form 案例提交单

### Contact Information 联系信息

#### Creditor Information 债权方信息:

Company 公司: \_\_\_\_\_

Contact Name 联系人: \_\_\_\_\_

Phone 电话: \_\_\_\_\_ Email 邮件: \_\_\_\_\_

Fax 传真: \_\_\_\_\_ Referrer (if any)介绍人: \_\_\_\_\_

Address 地址: \_\_\_\_\_

\_\_\_\_\_

Type of Business 经营范围: \_\_\_\_\_

#### Debtor Contact Information 债务方信息:

Company 公司: \_\_\_\_\_

Contact Name 联系人: \_\_\_\_\_

Phone 电话: \_\_\_\_\_ Fax 传真: \_\_\_\_\_

Email 邮件: \_\_\_\_\_

Address 地址: \_\_\_\_\_

\_\_\_\_\_

Type of Business 经营范围: \_\_\_\_\_

**Relationship Information 双方关系信息:**

How long have you been doing business together? \_\_\_\_\_

Still Doing Business with them? \_\_\_\_\_

仍旧有生意往来嘛？

Last Contact Date: \_\_\_\_\_

最后一次联络时间

Planning on doing future business together? \_\_\_\_\_

未来还计划有生意往来吗？

Additional Information: \_\_\_\_\_

其它信息:

**Debt Information 债务信息**

**Delinquent Debt Summary 拖欠债务小结:**

Please provide a brief summary of the delinquent invoice:

请提供拖欠债务发票的简要小结:

What was the original invoice for? \_\_\_\_\_

原始发票内容 ( 货品 )

Amount to be collected (in USD): \_\_\_\_\_

回收债务金额 ( 美元 ) :

Original Invoice Date: \_\_\_\_\_

原始发票日期

Terms of Initial Contract: \_\_\_\_\_

合同付款条款

Last Payment Date: \_\_\_\_\_

最后付款日期

Additional Information: \_\_\_\_\_

其它信息(欠款原因)

Has this debt been attempted to be collected before? \_\_\_\_\_  
债务是否试图回收过？

If Yes, please summarize what has been done and when:  
如果试图回收过，请说明回收方式和时间

Do you have the debtor's banking information? \_\_\_\_\_  
是否有债务方银行信息

If yes, please provide the bank information below:  
如果有，请提供银行信息：

Bank 银行: \_\_\_\_\_ Contact Name 联系人: \_\_\_\_\_  
Phone 电话: \_\_\_\_\_ Email 邮件: \_\_\_\_\_  
Fax 传真: \_\_\_\_\_  
Address 地址:

### Required Documents 所需文件清单:

Please provide any and all documentation related to this claim. Documents may include:

请提交所有和此债务回收相关的文件。文件可以包括：

- Purchase Orders 订购单
- Sales Confirmation 销售确认书
- Original Contract/Agreement 原始合同或协议
- Invoices 发票
- Bills of Lading 提单
- Packing List 装箱单
- Customs Documentation 海关文件
- Statement of account 对账单
- Communication Records: Email, Fax, Phone, etc. 沟通记录：邮件、传真和电话
- Debit/Credit Memos 借贷备忘录
- Proofs of Partial Payments 部分付款证明
- Inspection report 检验报告
- Other: (please list) 其它文件