



Sunray Construction Notices, Inc.
 2229 Soundings Court
 West Palm Beach, FL 33413
 Ph 561-641-7739 Fx 561-439-6614

Commercial Collection Request Form

Your Firm (Please Print Clearly)

Name of Company _____

Contact Name _____ email _____

Phone _____ Fax _____ Alt Phone _____

Address _____ City _____ State _____ Zip _____

Previous Address _____ Drivers License Number _____

YOUR CUSTOMER

Name of Company _____

Contact Name _____ email _____

Phone _____ Fax _____ Alt Phone _____

Address _____ City _____ State _____ Zip _____

JOB INFORMATION

Job Name _____ Job # _____ First Day on Job _____

Job Address _____ City _____ State _____ Zip _____

Legal Description _____

Description of Service/Materials Provided (use additional paper if necessary and attach copies of invoices)

Is this retainage only? Yes No

Is there a contract? Yes No

Is there a payment clause in the contract? Yes No

Have you noticed and liened the project? Yes No

Are you past the lien date? Yes No

If yes, when was the Lien by date _____ County _____

If Liened, please attach copy of lien or provide Book _____ Page _____

Did you complete the project according to contract? Yes No
Was there additional work done outside of the contract? Yes No
Do you have signed change orders? Yes No
Is there a dispute by your customer or their customer? Yes No

If yes, please describe, use additional paper if necessary:

What was the original contract amount? _____

Where there payments received? Yes No

If yes, describe: _____

Additional information you feel may be pertinent to our collection efforts:

Please provide copies of:

- Original Contract
- Copies Signed Change Orders
- Copies of payments
- Copies of NTOs and Liens if available
- Copies of all outstanding invoices
- Copies of all demand letter from you and dispute letters from your customer

Please email or fax to:

kimberly@sunraynotice.com

Fax: 561-892-2254