



# CREDIT ALERT SERVICE

*Official Reporting Form*

## NAME OF ADC ACTIVE MEMBER FILING THIS REPORT

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Date Submitted \_\_\_\_\_ Time/Date Received by ADC \_\_\_\_\_

## NAME OF INDEBTED CUSTOMER

Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

The above customer is at least 30 days beyond the agreed payment terms

and as of \_\_\_\_\_ (date) is;

### *Check one:*

\_\_\_\_\_ On Credit Hold    \_\_\_\_\_ Making Payments

\_\_\_\_\_ In Collection    \_\_\_\_\_ In Litigation    \_\_\_\_\_ In Bankruptcy

## IMPORTANT REMINDER

**You are required to notify ADC headquarters when this account has been cleared for shipment or has progressed to another collection phase.**

