

Oregon Collection Information

Please complete and mail, deliver or fax to: Scott ♦ Hookland LLP, 9185 SW Burnham, Post Office Box 23414, Tigard, OR 97281. Telephone (503) 620-4540, FAX (503) 620-4315.

1. Adverse Part(ies). Confirm names with Secretary of State (503) 986-2200; Website Address: www.sos.state.or.us, and the Construction Contractors Board (503)378-4621; Website Address: www.ccb.state.or.us/

Name(s)	
Address(es)	
Type of Entity (i.e. corp.)	

2. Guarantor(s). If none insert none.

Name(s)	
Address(es)	

3. Documents. Attach a copy of credit application, rental contract(s) and guaranty. If none insert none.

Document	If none insert none. If existing please attach.
Credit Application	
Rental Contract(s)/Invoices	
Guaranty(ies)	

4. Total Amount Due.

Date	(A) Principal	(B) Interest Accrued to Date	(C) Total Owed to Date (A+B=C)

5. Lien and Bond Rights. If none insert none.

Project	Private or Public	Location & Date Project Accepted and Completed	Last Day	Last Day Amount	Total

6. Bad Check. Attach bad check(es), copy of demand(s) and green card(s).

Check No.	Amount	Bank	NSF?	Stop Pay?	Demand Given and Received?

7. Requested Action. Describe what you would like Scott ♦ Hookland to do.

Action	Yes	No
Send Demand Letter		
Prepare Lien or Bond Claim		
File lawsuit		
Other (Describe i.e. please call to discuss).		

8. Prepared by: _____ **Date** _____
Comments: _____