



# DAL Documentation Checklist

## When Placing an Account for Collection with DAL, Don't forget the WHY's for documentation:

- Copy of the Statement
  1. Legally documents the debt to allow DAL to pursue the monies owed.
- Copies of the Invoices
  1. Legally documents the debt in detail.
  2. Eliminates future request to you if debtor requests copies of invoices, and avoids any further delay in the collection process.
- Copy of a signed Credit Application (CA) and/or Personal Guaranty (PG)
  1. Upon placement with DAL, our Client Service Specialist reviews the CA/PG to see if we can legally add agency fees to the amount due and possibly recoup those costs for you and use as leverage to resolve the account.
  2. Provides DAL additional information on the business to aid in the collection process, and may contain crucial information on the debtor to assist the DAL Skip Tracer if a debtor search is needed to continue with our collection efforts.
  3. Provides the legal liability of the company and/or individuals involved e.g. Corporation, LLC, Partnership, Sole Proprietor, etc.
  4. If the account escalates to the legal level, the CA/PG provides the attorney with additional information to validate the debt and insight into any additional action the attorney may take per the stipulation of the contract.
- Copy of the Contract, Signed Notes, or Promissory Notes
  1. See all the above reasons!
  2. In addition, provides DAL with added leverage and possibly a default judgment or other pertinent information to urge for resolution.
- Copy of any Bad Check(s)
  1. Debtor could be liable for fraud.
  2. Provides DAL additional bank information if able to garnish a bank account.
- Copies of any Collector Notes and Correspondence
  1. Notes outline the collection process to date and allows DAL to pick up where you left off to continue the demand process in the most efficient way possible.
- Any other documentation that you deem valuable to the collection effort!

**If you have any questions or concerns,  
contact your DAL Account Representative or DAL Customer Service at 800-355-9999**

***Thank you for choosing to use DAL!***