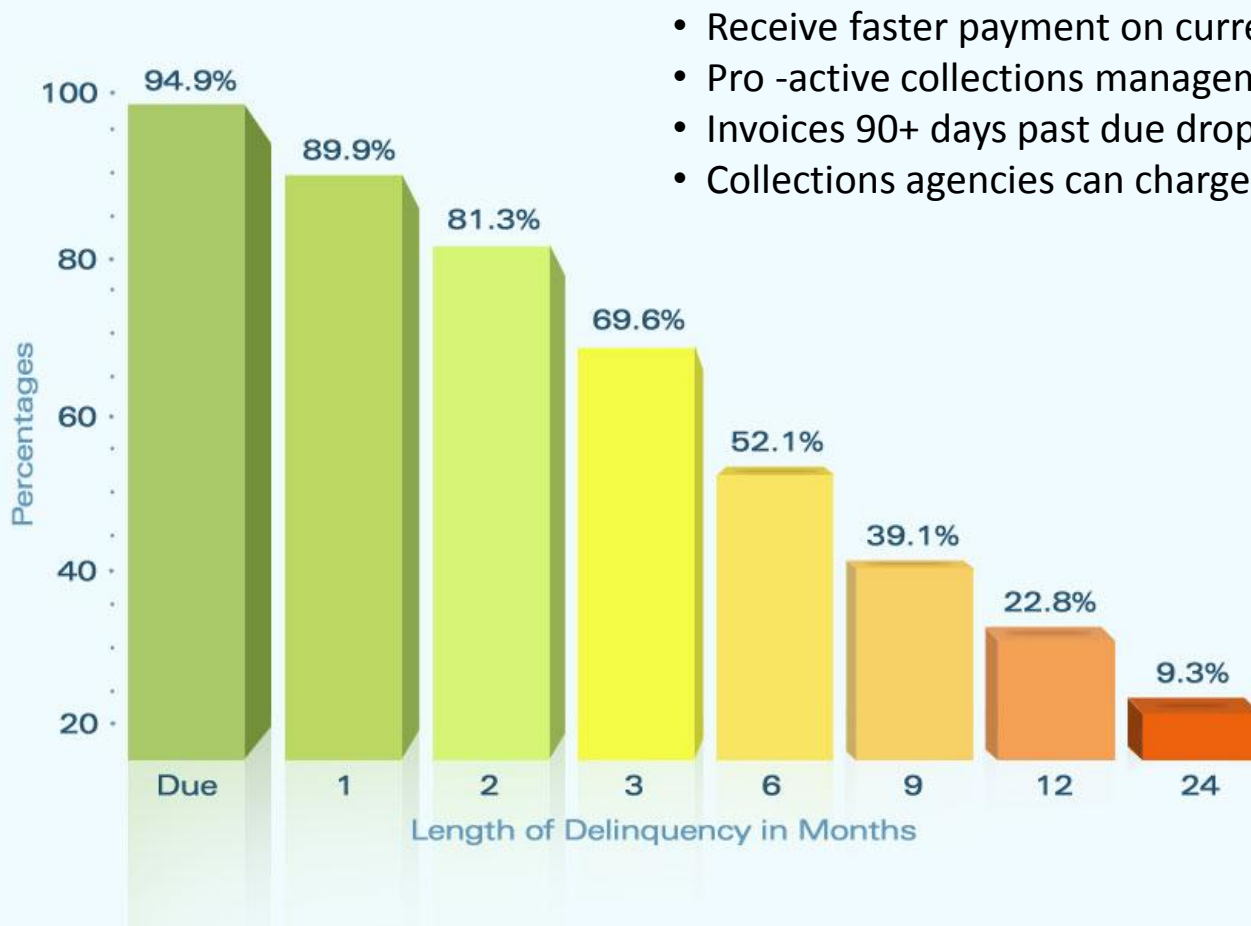


Manage Invoice Collections Like A Pro.



cerning this invoice, contact

Why use invoice management software?

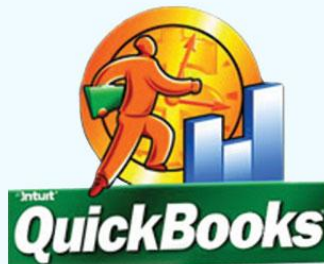


- Receive faster payment on current invoices
- Pro -active collections management drives invoice payment
- Invoices 90+ days past due drop to 52.1% chance of payment
- Collections agencies can charge up to 50% of invoice face value

Pro -Active Collections Management Drives Invoice Payment

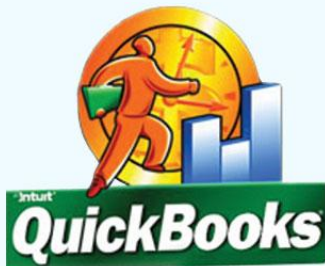
CollectPro Functionality:

- Integrates with Quickbooks and Peachtree
- Establishes internal collections policy and timeline
- Produces a step by step invoice collection plan
- Access professional collections tools
 - Call scripts
 - Automated demand letters
- Tracks invoices and action history
- Properly and formally collect late invoices



Using CollectPro

Easy Installation - Seamless Integration



Initial Setup - Collect Pro

Setup Wizard

✓ Paid CollectPro™

Step 1: Software | Step 2: Company | Step 3: Terms | Step 4: Policy | Step 5: Delinquent Accts. | Step 6: Finish

Select Your Financial Software/Data Source
Before proceeding, please make sure your accounting software and company file is open

Intuit QuickBooks


Peachtree by Sage

How would you like to get data from your accounting software?

Auto-Sync every Minutes 

Manually via Sync button on toolbar.

Importing

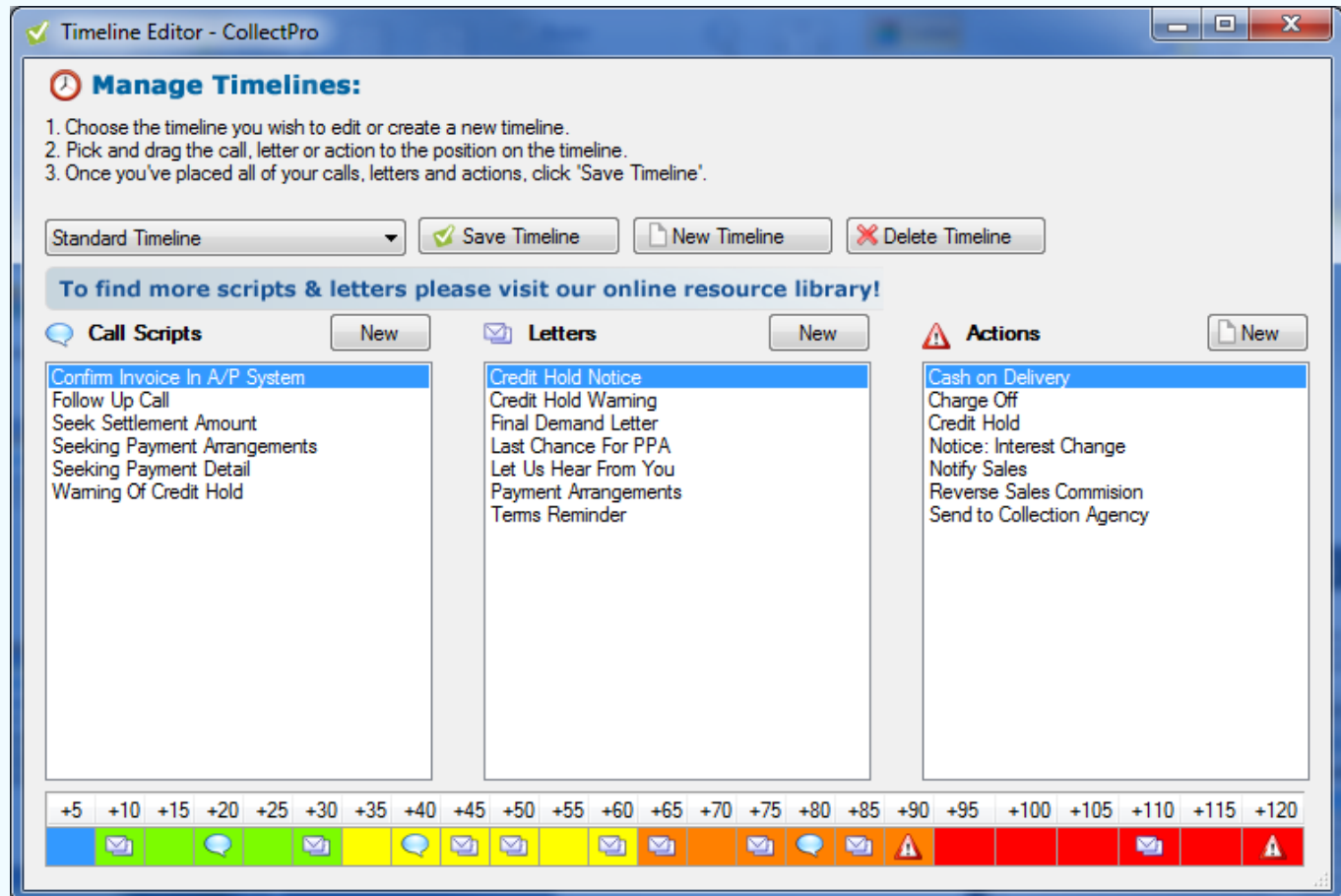
 Back Forward 

Did you know?
 You can manage multiple companies within CollectPro by simply switching your company file with in your accounting software then hitting the "Refresh" button within CollectPro.

Using CollectPro

Invoice Management Timeline

- Select invoice action timeline
- Drag and drop actions to customize



Timeline Editor - CollectPro

Manage Timelines:

1. Choose the timeline you wish to edit or create a new timeline.
2. Pick and drag the call, letter or action to the position on the timeline.
3. Once you've placed all of your calls, letters and actions, click 'Save Timeline'.

Standard Timeline Save Timeline

To find more scripts & letters please visit our online resource library!

Call Scripts	Letters	Actions
<input type="button" value="New"/> Confirm Invoice In A/P System Follow Up Call Seek Settlement Amount Seeking Payment Arrangements Seeking Payment Detail Warning Of Credit Hold	<input type="button" value="New"/> Credit Hold Notice Credit Hold Warning Final Demand Letter Last Chance For PPA Let Us Hear From You Payment Arrangements Terms Reminder	<input type="button" value="New"/> Cash on Delivery Charge Off Credit Hold Notice: Interest Change Notify Sales Reverse Sales Commission Send to Collection Agency

+5 +10 +15 +20 +25 +30 +35 +40 +45 +50 +55 +60 +65 +70 +75 +80 +85 +90 +95 +100 +105 +110 +115 +120

Timeline icons: [Call] [Letter] [Action]

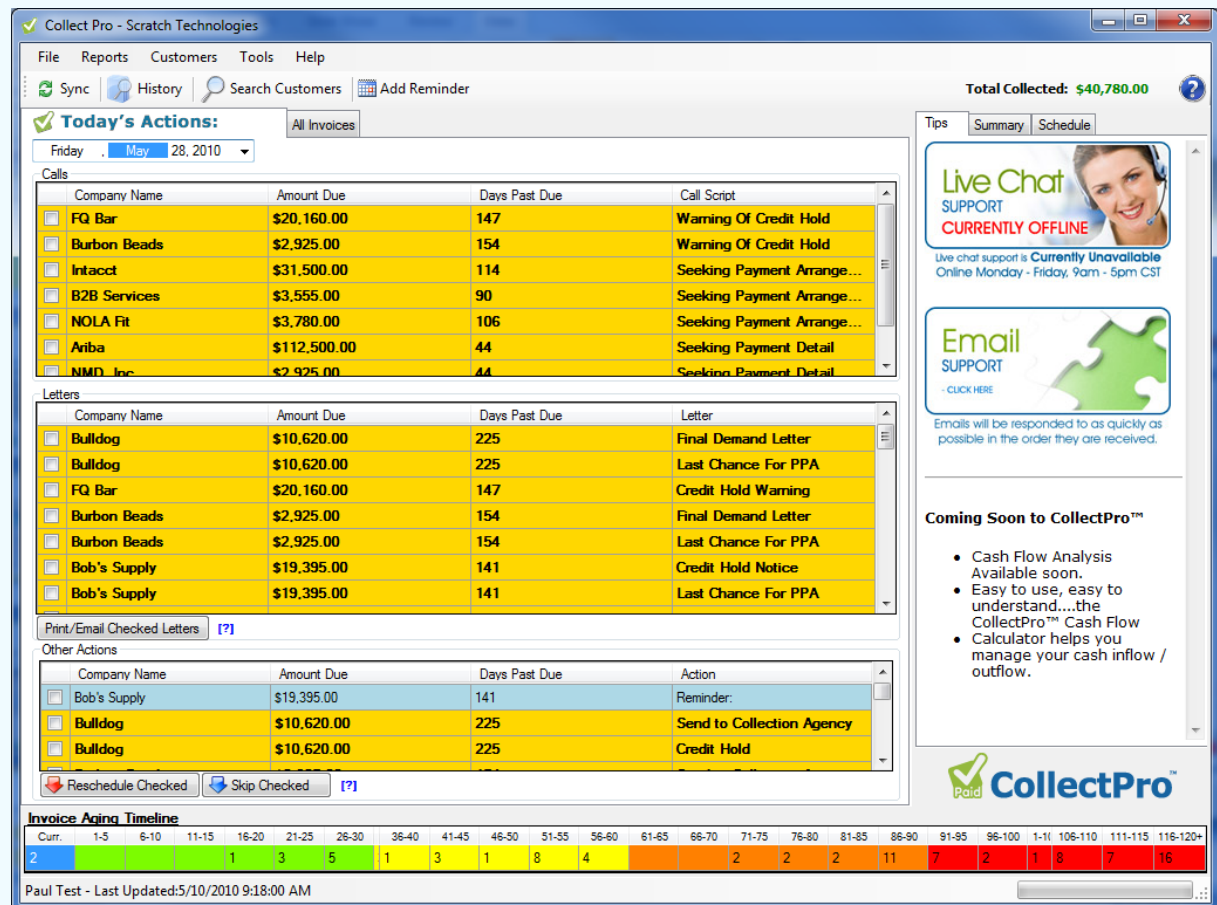
Using CollectPro

Schedule Actions

- Calls
- Demand Letters
- Set Reminders
- Reschedule Actions

Track Invoice Action History

- Timestamp Calls
- Record Actions
- Email Demand Letters



Collect Pro - Scratch Technologies

File Reports Customers Tools Help

Sync History Search Customers Add Reminder

Today's Actions: All Invoices

Friday, May 28, 2010

Calls

Company Name	Amount Due	Days Past Due	Call Script
<input type="checkbox"/> FQ Bar	\$20,160.00	147	Warning Of Credit Hold
<input type="checkbox"/> Burbon Beads	\$2,925.00	154	Warning Of Credit Hold
<input type="checkbox"/> Intacct	\$31,500.00	114	Seeking Payment Arrange...
<input type="checkbox"/> B2B Services	\$3,555.00	90	Seeking Payment Arrange...
<input type="checkbox"/> NOLA Fit	\$3,780.00	106	Seeking Payment Arrange...
<input type="checkbox"/> Anba	\$112,500.00	44	Seeking Payment Detail
<input type="checkbox"/> NMD, Inc	\$2,925.00	44	Seeking Payment Detail

Letters

Company Name	Amount Due	Days Past Due	Letter
<input type="checkbox"/> Bulldog	\$10,620.00	225	Final Demand Letter
<input type="checkbox"/> Bulldog	\$10,620.00	225	Last Chance For PPA
<input type="checkbox"/> FQ Bar	\$20,160.00	147	Credit Hold Warning
<input type="checkbox"/> Burbon Beads	\$2,925.00	154	Final Demand Letter
<input type="checkbox"/> Burbon Beads	\$2,925.00	154	Last Chance For PPA
<input type="checkbox"/> Bob's Supply	\$19,395.00	141	Credit Hold Notice
<input type="checkbox"/> Bob's Supply	\$19,395.00	141	Last Chance For PPA

Print/Email Checked Letters [?]

Other Actions

Company Name	Amount Due	Days Past Due	Action
<input type="checkbox"/> Bob's Supply	\$19,395.00	141	Reminder
<input type="checkbox"/> Bulldog	\$10,620.00	225	Send to Collection Agency
<input type="checkbox"/> Bulldog	\$10,620.00	225	Credit Hold

Reschedule Checked Skip Checked [?]

Invoice Aging Timeline

Curr.	1-5	6-10	11-15	16-20	21-25	26-30	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71-75	76-80	81-85	86-90	91-95	96-100	1-11	106-110	111-115	116-120+
2			1	3	5	1	3	1	8	4				2	2	2	11	7	2	1	8	7	16

Paul Test - Last Updated:5/10/2010 9:18:00 AM

Total Collected: \$40,780.00

Tips Summary Schedule

Live Chat SUPPORT
CURRENTLY OFFLINE
Live chat support is Currently Unavailable
Online Monday - Friday, 9am - 5pm CST

Email SUPPORT
CLICK HERE
Emails will be responded to as quickly as possible in the order they are received.

Coming Soon to CollectPro™

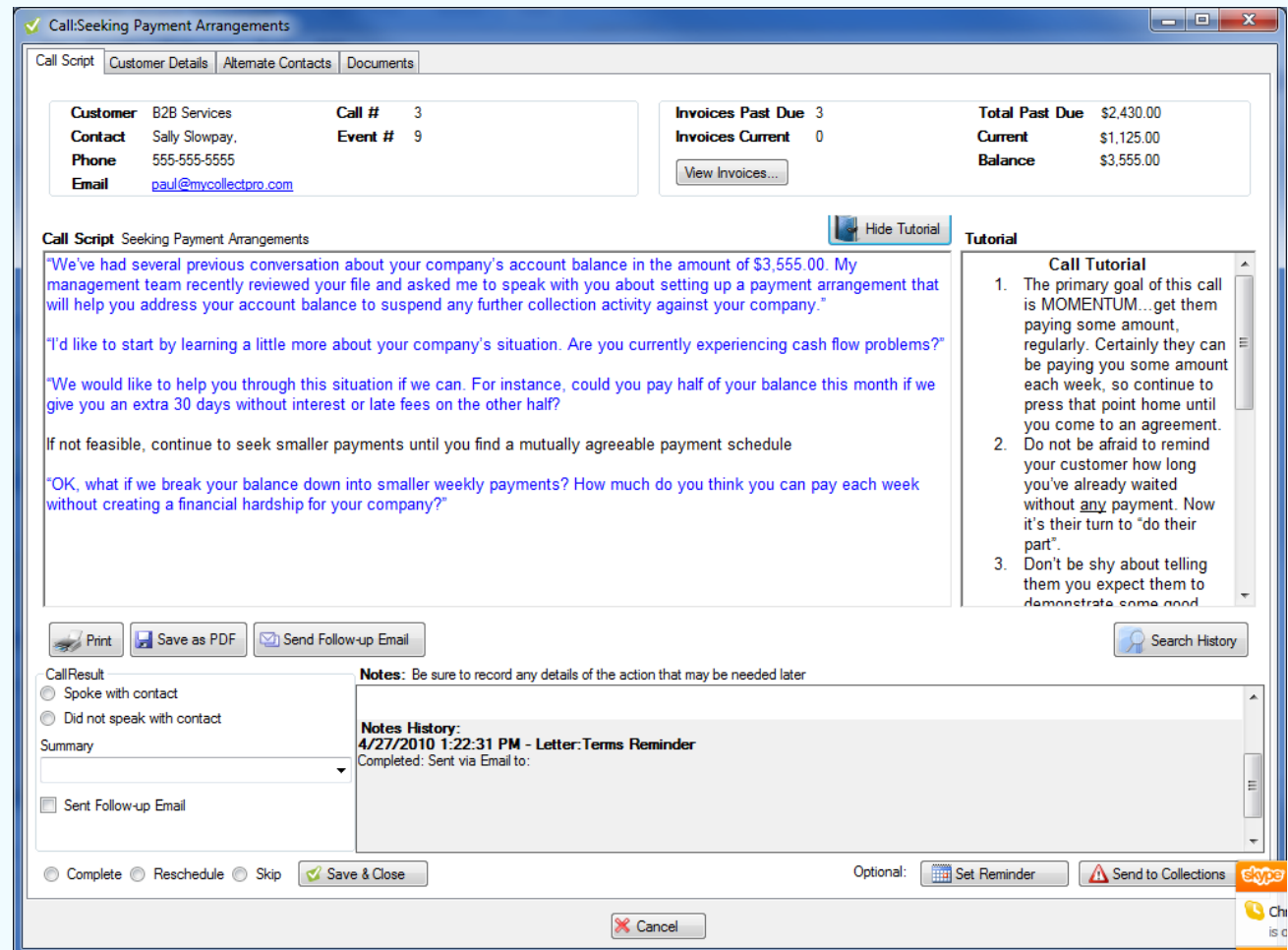
- Cash Flow Analysis Available soon.
- Easy to use, easy to understand...the CollectPro™ Cash Flow
- Calculator helps you manage your cash inflow / outflow.

Paid CollectPro™

Using CollectPro

Access Professional Call Scripts & Tutorials

- Add Notes
- Timestamp Calls
- Set Reminders



Call: Seeking Payment Arrangements

Call Script | Customer Details | Alternate Contacts | Documents

Customer	B2B Services	Call #	3	Invoices Past Due	3	Total Past Due	\$2,430.00
Contact	Sally Slowpay.	Event #	9	Invoices Current	0	Current	\$1,125.00
Phone	555-555-5555					Balance	\$3,555.00
Email	paul@mycollectpro.com			View Invoices...			

Call Script Seeking Payment Arrangements [Hide Tutorial](#)

"We've had several previous conversation about your company's account balance in the amount of \$3,555.00. My management team recently reviewed your file and asked me to speak with you about setting up a payment arrangement that will help you address your account balance to suspend any further collection activity against your company."

"I'd like to start by learning a little more about your company's situation. Are you currently experiencing cash flow problems?"

"We would like to help you through this situation if we can. For instance, could you pay half of your balance this month if we give you an extra 30 days without interest or late fees on the other half?"

If not feasible, continue to seek smaller payments until you find a mutually agreeable payment schedule

"OK, what if we break your balance down into smaller weekly payments? How much do you think you can pay each week without creating a financial hardship for your company?"

Call Tutorial

1. The primary goal of this call is MOMENTUM... get them paying some amount, regularly. Certainly they can be paying you some amount each week, so continue to press that point home until you come to an agreement.
2. Do not be afraid to remind your customer how long you've already waited without any payment. Now it's their turn to "do their part".
3. Don't be shy about telling them you expect them to demonstrate some good

[Print](#) [Save as PDF](#) [Send Follow-up Email](#) [Search History](#)

Call Result

Spoke with contact
 Did not speak with contact

Summary

Sent Follow-up Email

Notes: Be sure to record any details of the action that may be needed later

Notes History:
 4/27/2010 1:22:31 PM - Letter: Terms Reminder
 Completed: Sent via Email to:

Complete Reschedule Skip Save & Close

Optional: [Set Reminder](#) [Send to Collections](#) [skype](#)

[Cancel](#)

Using CollectPro

Access Demand Letters

- Generate Demand Letters
- Send Via Email
- Print to Send Via Post

Letter: Credit Hold Warning
Letter Customer Details Alternate Contacts Documents

Customer Dave's Buggies	Letter # 2	Invoices Past Due 1	Total Past Due \$1,800.00
Contact Jack Billme,	Event # 3	Invoices Current 0	Current \$0.00
Phone 555-555-1212			Balance \$1,800.00
Email paul@mycollectpro.com		View Invoices...	

Letter Credit Hold Warning

Credit Hold Warning

Account #:
Account Balance: \$1,800.00
Account Status: Past due 134 days

Jack Billme,

Our company shipped your product (provided you a service) in good faith. Unfortunately, your account has now aged more than 2 times beyond the credit terms you were originally extended and we have neither received any payment, nor heard from you regarding any problem with our product (service). Simply put, this lack of communication concerns us.

The purpose of this letter is to inform you that your open credit account status will be changed to CREDIT HOLD WITHIN 10 DAYS if your account balance is not paid within that time. This Matter Requires Your Immediate Attention.

We do not consider this type of action lightly. Our sincere hope is that this is just a temporary delay in payment that you will remedy quickly. We do value our business relationship and its continuation is a primary goal of ours.

Print
Save as PDF
Email

Search History

Delivery Method

Sent via Postal Service/Courier w/ Confirmation

Sent via Fax

Sent via Email

Notes: Be sure to record any details of the action that may be needed later

Notes History:
4/13/2010 1:24:05 PM - Call: Seeking Payment Arrangements
 Completed: Spoke with contact. Promised Payment
 Promised to pay next
3/29/2010 1:07:59 PM - Call: Warning Of Credit Hold
 Completed: Spoke with contact. Requested copy of invoice

Complete
 Reschedule
 Skip
 Save & Close

Optional: Set Reminder Send to Collections

Cancel

Where to Buy

- Go to www.mycollectpro.com
- Click 'Buy Now' from the homepage



COLLECTPRO (STANDARD EDITION)



[larger image](#)

Price: \$199.95

Number of Licenses:



ADD THIS TO
MY CART

Manage internal collections, track receivables and effectively settle debt collection with CollectPro software. Designed to interact directly with your Peachtree or Quickbooks accounting software, CollectPro offers an easy download and installation process that guides you through the creation of an internal collections policy and automatically drops your outstanding invoices into an action timeline. Increase your bottom line by properly and professionally collecting past due debt faster.

Download Compatible with Windows XP/Vista/7

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[VIEW DEMO](#)