

**CONTINENTAL  
LEGAL  
SERVICES**

Continental Legal Services Corporation  
2-400 Esna Park  
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Agreement between **Continental Legal Services Corporation (Continental)** and  
\_\_\_\_\_ (**Client**) to provide outsourcing of accounts  
receivable services.

**Continental** will provide staff to contact the **Client's** customers as described below for the following fee:

\$ \_\_\_\_\_ per month, to contact \_\_\_\_\_ customers per month or accounts  
that meet the following criteria \_\_\_\_\_ via  
mail, email, fax and telephone.

For every additional \_\_\_\_\_ customers contacted, the **Client** agrees to pay  
\$ \_\_\_\_\_ per month.

**Continental's** staff will provide their full name and the **Client's** name on every contact. The Collection Agencies Act R.S.O. has regulations that require the following conditions be met to undertake any outsourcing agreement whereby collection agency staff contact a **Client's** customers under the name of the **Client**.

- 1) The amounts due may not be older than 60 days past due
- 2) The collection agency may not be compensated contingent or based on the amounts collected
- 3) Payment may not be received directly from the customer nor may the collection agency request that payment be made directly to the collection agency.

This agreement shall start on \_\_\_\_\_ and continue on a \_\_\_\_\_  
basis until either cancelled by **Continental** or the **Client** with \_\_\_\_\_ days notice.

Agreed on \_\_\_\_\_

\_\_\_\_\_  
**Continental Legal Services Corporation**

**Client Name** \_\_\_\_\_

Per \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_