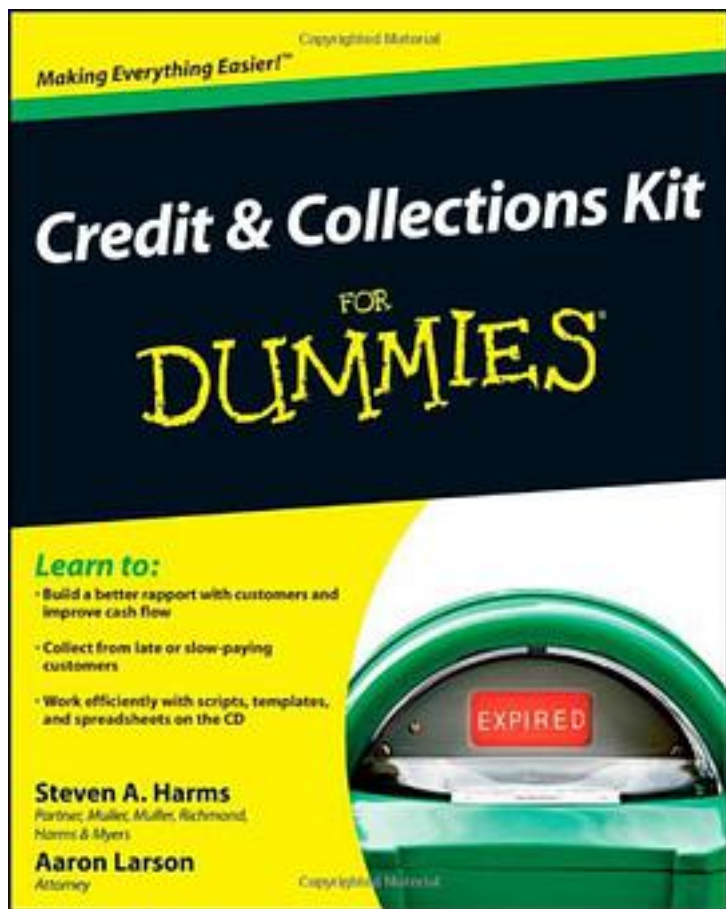


Credit & Collections Kit for Dummies



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Making Everything Easier Credit and Collections Kit for Dummies Learn to: Build a better rapport with customers and improve cash flow Collect from late or slow-paying customers Work efficiently with scripts, templates, and spreadsheets on the CD Steven A. Harms Partner, Muller, Muller, Richmond, Harms and Myers Aaron Larson Attorney

Your hands-on guide to efficient, effective collection methods Need to implement credit and collections policies that work? This authoritative, easy-to-follow guide gives you the strategies you need to convert your accounts into cash. From extending credit to proactively managing customers' payments to transitioning to collections, you'll get the tools to ensure your methods are both effective and legal. Establish good credit and billing practices -- develop sound policies, carefully extend credit, keep good customers happy, and spot trouble early on Transition from billing to collections -- increase pressure through written communications and phone calls when your customer turns into your debtor Step up collection efforts -- locate hard-to-find debtors and their assets, bring in outside professionals, and deal with insufficient funds checks Take a hard line with your debtor -- get the tools and information you need to move forward with litigation, with or without an attorney Know your legal rights -- see how to avoid being sued by your debtor and find specifics on state and local laws Bonus CD Includes More than 60 customizable forms, letters, and spreadsheets in Word and Excel formats to help your business run smoothly See the CD appendix for details and complete system requirements. Open the book and find: Practical advice from seasoned credit professionals Plain-English explanations of legal jargon Your rights and duties in collections A quick contract law reference Ways to overcome disputes (both real and phony) Strategies for avoiding common credit and collection problems Hints for writing a new credit application Tips for improving your cash flow Helpful online resources Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

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