

COLLECTION ORDER

The company TimoCom Soft- und Hardware GmbH is hereby requested on the part of

Company (hereinafter referred to as Customer)

Contact person email(obligatory)

Telephone fax

customer number TimoCom **to proceed against**

Company (hereinafter referred to as Debtor)

customer number TimoCom

for collection of the outstanding amount of €

due from Invoice/Credit note (no./date)

reminder letter (date)

TimoCom is entitled to intervene after expiry of 30 days from the due date of the above mentioned claim and of reminder, and to support the Customer in the collection of such amount.

(please enclose invoice/credit note, freight order and documentation, last reminder letter, and printout of TimoCom offer, if any);

REMUNERATION

For this order a processing fee amounting to € 12.50 shall be agreed.

In the event of a successful outcome, TimoCom will charge the customer a performance-related bonus which will be added to the processing fee. In accordance with the legislative rules governing the RVG (German law on the remuneration of lawyers), this performance-related bonus shall amount to:

Claim in € up to	300,-	600,-	900,-	1.200,-	1.500,-	2.000,-	2.500,-	3.000,-	3.500,-
Fee in €	12,50	22,50	32,50	42,50	52,50	66,50	80,50	94,50	108,50

All fees are subject to the prevailing rate of VAT.

Please find further information regarding currencies and fees at www.timocom.com/go/fees.pdf.

The customer undertakes to notify TimoCom immediately of all incoming payments, credit notes or billing transactions against the receivable in favour of TimoCom. This order shall be subject solely to the current conditions which can be viewed at <http://agb.timocom.com> and which can be recognized expressly by signature.

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Place, date

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Signature & rubberstamp

Supervising authority: The President of the Higher Regional Court (OLG) Düsseldorf, Cecilienallee 3, 40474 Düsseldorf

Liability insurance: R+V Allg. Versicherung AG, Taunusstr. 1, 65193 Wiesbaden, No. 440 25 517903965