



## Placing New Accounts with D&S, Ltd.

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**Welcome!**

**Placing new business via the D&S, Ltd. Web Portal has never been easier!**

✚ **Web Portal** ~ Once logged in, with a click of your mouse, you will have full account visibility to:

- ❖ Place new business for collection with D&S, Ltd.
- ❖ Upload supporting documents at anytime
- ❖ Audit active and closed accounts
- ❖ Annotate on accounts which will create and forward a message to the Collector
- ❖ View up-to-date account payment history
- ❖ Review standard reports

Website link: <http://www.dandsltd.com>

After the introductory page, you will be re-routed to our home page: "Welcome to D&S, Ltd."  
Click on the "Client Access" tab under the compass.

✚ **Placing new business "without" logging into our Web Portal**

- New Accounts can be entered for placement via a **Quick Link**:  
<http://www.dandsltd.com/placement.asp>
- All account supporting backup along with customer contact info or a Spreadsheet listing account placement info can be **Emailed** to:  
[placements@dandsltd.com](mailto:placements@dandsltd.com)  
**Subject Line: (Your Company Name) New Placement**
- All account supporting back-up along with customer contact info can be **Faxed** to:  
**Attn: "NEW PLACEMENTS" at (512) 255-1637**

**Please note:** When using an option without logging into our Web Portal, the following information should be clear and easily recognizable by placing it either at the beginning of the body of your email or on the coversheet of your fax:

### **D&S, Ltd. Required Customer Contact Information for Placements:**

- ✓ **Account Name**
- ✓ **Account Number**
- ✓ **Contact Name(s)**
- ✓ **All available means of Contact** (main office number, direct extensions, fax, cell, email address)
- ✓ **Account Address**  
On all placements including International Accounts; to alleviate placement errors and ensure account accuracy the universal postal address format should be followed at all times.



*Example I:* 456 E State Parkway  
 Bldg 3 – Ste 123  
 PO Box 123  
 Any Town, Texas 75621

**physical address** –street name  
 building & suite number  
**mailing address** - postal box  
 city, state, zip code

**OR**

*Example II:* Urión 30 -403  
 Col. Atlatilco  
 02860 MEXICO, D.F.  
 MEXICO

street name, building & apartment number  
 neighborhood/quarter Atlatilco  
 postal code, city  
 country name

**OR**

*Example III:* Super Manzana 3 – 403  
 Puerto Juarez  
 77520 CANCUN, Q. ROO  
 MEXICO

street name & building/apartment number  
 village name  
 postal code, locality name, province abbreviation  
 country name

- ✓ **Total placement balance per account**
- ✓ **Specify your “Client Division” the account should be placed under** (if applicable)
- ✓ **Essential supporting backup** (if applicable this may differ from Client to Client)
- ✓ **Special instructions and/or pertinent details you feel could be beneficial in collecting the debt**

*Example I:* The total amount due is in Canadian currency not US dollars

*Example II:* John Consumer is the signed Personal Guarantor on the account

**Supporting back-up can be instrumental to our Collection Team in overcoming a customer’s dispute and/or stall. However, when applicable, and if readily available at the time of placement, it is always welcomed but not required.**

**The below supporting backup can be initially provided by attaching a spreadsheet, creating a list or a quick note in the body of your email or fax coversheet.**

- ❖ List of individual Invoice numbers including invoice date and dollar amount
- ❖ Statement of Account *(can be initially sent in place of individual invoices)*
- ❖ Most recent brief account notes *(can be initially sent in place of massive pages of screen prints)*
- ❖ Purchase Order Numbers *(PO#)*
- ❖ Bill of Lading Numbers *(BOL#)*
- ❖ Tracking Numbers *(UPS, FED EX, other carriers)*
- ❖ Brief general synopsis of the activity on the account

**It is our goal to provide our Clients with the means to promptly and efficiently place account for collections. As we proceed toward recovery, and find we are in need of additional and/or detailed supporting backup to overcome an obstacle in collecting the balance, you will be directly contacted.**

**Thank you for awarding D&S, Ltd. the opportunity to meet and exceed your recovery needs.**