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ACCOUNT REFERRAL FORM

From: _____ Date: _____
Company: _____
Telephone: _____
Customer: _____
Telephone: _____
Principal Due \$ _____
Accrued Interest: \$ _____ Contract Rate of Interest: _____%

Lien and Bond Claims¹

_____ File lien/bond claim and Facilitate Collection
_____ File lien/bond claim and take no further action
Preliminary Notice Number: _____ Project: _____
Your First Performance: _____ (Delivery or Labor)
Your Last Performance: _____ (Delivery or Labor)
Last Date of Will-Called Customer Pickup: _____

The last performance date furnished above should reflect your last performance as required under the original contract plus any approved change orders, i.e. approved in writing. If your original goods or services were deemed defective and had to be replaced, please call and discuss as we may want to retreat to an earlier date. Also, if there is a gap between substantial completion of your work and your final work, and the latter is for an insignificant amount, please call to discuss.

Collection

_____ Send Demand and take no further action
_____ Send Demand and then proceed with collection action
_____ File immediate suit on open account balance. No lien claims are available

Other

Draft promissory note _____; Deed of Trust _____; Security Agreement _____
UCC-1 _____; Confession of Judgment _____;

**Use of this form indicates review and acceptance of the Procedural Description
For Perfection of Lien rights, Client Agreement and 2005 Fee Agreement**

(Posted at www.levy-law.com)

Revised: 6/14/2006

¹Please provide at least **10-business days** lead-time for lien claim referrals within Washington and 15-business days for claims outside of Washington.