

	RESOURCE LIBRARY – ACCOUNTING Credit Collection Agencies	<i>CODE:</i> 05.01.024
		<i>EDITION:</i> 1
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Objective 目的

The use of credit collection agency enables to receive payments of accounts which a hotel has been unable to collect itself.

代收帐中介的使用是确保酒店能够收回之前酒店自身无法催回的款项。

Policy 程序

- Usually, a credit collection agency will send collection letters to customers, without obligation to give them the rights to collect the money. This service usually is provided at a low cost.
通常情况下，代收帐中介会发催款信到顾客，没有责任去取回现金款项，这样的服务通常是低成本的。
- However, before collection agencies are employed, the terms, conditions and charges should be established to ensure accounts are worth the cost of collections.
机关如此，在雇佣代收帐中介之前，相关条款，费用应该被确定证明待收的账目是值得花费这笔代收帐佣金的。
- The Hotel should obtain the District Controller’s approval “in principle” to use a credit collection agency.
酒店应该获得区域财务总监的批准的原则下实行使用代收帐中介。
- Accounts should not be passed to a collection agency until they are over 60 days outstanding.
应收账款账龄在60天之上的才可以使用代收帐中介。
- Discretion should be used before passing any account to a collection agency (for example, in the case of “sensitive” customers, government departments, etc.).
在使用代收帐中介前要有慎重的考虑，（例如，一旦涉及到“敏感”的客户，政府等）。