

PRACTICAL LEGAL GUIDE

Debt Collection: Documents and First Steps

A working framework for assessing the debt, evidence and recoverability

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LAW FIRM

Document the Claim

- Collect agreements, orders, invoices, acceptance records and evidence of performance.
- Arrange payments, set-offs, acknowledgments and correspondence.
- Identify the due date, interest, security and any agreed extensions.

Assess Time and Risk

- Review limitation periods and any events that may suspend or interrupt them.
- Assess known assets, competing creditors and dissipation risk.
- Choose negotiation, interim relief, payment-order, court or enforcement proceedings according to the case.

Practical Principle

- Do not postpone review after default. Early action usually preserves more options.
- Balance cost and timing against the amount and realistic prospects of recovery.

IMPORTANT

This guide provides general information only and is not legal advice, a legal opinion or an offer to accept a particular matter. Legal consequences depend on the facts, documents, applicable law and deadlines. Obtain individual advice before taking action with legal consequences.

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