
Date: 10th June 2018

To: ABCD Skips
Email: steve.chris@abcdskips.com.au

DEFAULT WARNING - LEGAL ACTION

Debtor ID: ABCD11

Please ignore this notice if payment was made within 3 days of the issue date.

OVERDUE AMOUNT: \$5678.01

Dear Customer

Due to the continued non-payment of your account with XXX we are preparing to hand this debt over to our Legal Department for their attention and collection.

We urge you to settle the above outstanding amount within 5 days. If payment is not received, we will hand the account over for collection and the legal costs to recover this debt will also be recovered from you.

IMPORTANT

In handing this account over for collection, you will be exposed to the risk of being reported on the XXXX Credit Listing. This will affect your credit with our Company. Furthermore, in the event that you should apply for any credit facilities in the future, it will also impact on your credit rating throughout Australia.

Kind Regards,

Accounts Receivable
XXX Australia

Payment Methods

1. Direct Deposit into our Bank account- The Oz Bank, BSB 012-345, A/C 214 233 146
2. Credit Card- call the office with your credit card details ready
3. Cheque - Mail to 111 Great Smith Road, Wooloolo NSW 2222

If payments are made via EFT please e-mail or fax your remittance to accounts@xxxaustralia.com.au or 02 1111 2222 and please include your Debtor ID.