

FRIENDLY PAYMENT REMINDER

THE SMASH REPAIR COMPANY
23 Brisbane Street
Toowong Qld 4066

20/06/2007
From: DIY Debt Collection Demonstration
138 Mary St
Brisbane QLD 4000

Dear Sir/Madam,

Overdue Amount \$1250
Incurred from 01/02/2007 to 05/04/2007
Account Ref : Invoice 54467 & 6345

Recently our statement of account was forwarded to your office, and you may have already sent your payment and it has not reached our office.

If not, then this letter is intended as a friendly reminder, sent because we know how easy it is to overlook payment in the rush of everyday business activities.

If there is no issue with our account, would you kindly arrange for payment in accordance with the agreed trading terms.

Yours faithfully,

Warwick

Please tear off and send with your payment ✂ _____

To: DIY Debt Collection Demonstration
138 Mary St
Brisbane QLD 4000

TELE 1300-664-949
FAX
Account Ref : Invoice 54467 & 6345
EFT : ANZ BANK
BSB:636-478 ACCT:12323498
Payment Amount \$_____

From: THE SMASH REPAIR COMPANY