

Forbes Dowling Lawyers

Ground Floor, 363 King St.
Melbourne VIC 3000

Telephone: 1300 303 840
Facsimile: 1300 364 449

19 April 2004

DIRECT CORRESPONDENCE
TO OUR CLIENTS AGENT:
Receivables Management Limited
P.O. BOX 14390
Melbourne VIC 8001

Dear Sir/Madam,

Ph : 1300 303 841
Fax : 03 9320 2302

Ref : **a6228042**

Re: WELLINGTON SHIRE COUNCIL

Amount Due: **\$ 680.24**

Client Ref: 127969

*Jacinta
* Account Manager
Peter*

*Shoreline Drive
VIC: NOT.*

NOTICE BEFORE SUMMONS

Property: Sandridge AVE GOLDEN BEACH QLD 4551

We have been instructed by our client to recover the amount outstanding of \$680.24 which includes \$44.00 being our legal costs to date.

Unless we receive payment within three (3) days, legal action will be commenced without further notice.

Please bear in mind that upon the issue of legal proceedings you will be liable for legal costs incurred by our client.

IMPORTANT:

In correspondence relating to this matter, please quote the above reference number to avoid unnecessary delay in processing.

Yours faithfully
FORBES DOWLING LAWYERS

Forbes Dowling

Payment Options



Paying in Person: Please present this slip at any Post Office. Payment may be made in Cash or Cheque only. All payments made under this option will incur an additional \$1.70 transaction fee.



Pay by Phone: Most credit cards are accepted. Please call **1300 303 854** to pay amounts up to \$10,000.



Mailing your Payment: Please detach this payment slip and return it together with your cheque to - P.O. Box 14390 (Please do not send cash) Melbourne City M.C Vic 8001

Hours of Operation
8.30am - 6pm. Monday to Friday
9am - 3pm Saturday

Money Order/Cheque

Date Paid:

Our Ref : **a6228042**

Amount Paid: \$



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