FAX TO: 02 4952 1083
Post: PO Box 206
ADAMSTOWN NSW 2289

Roberts Legal

Quality • Value • Efficiency

INSTRUCTION SHEET

for FREE Standard Initial Legal Letters of Demand

Standard Initial Legal Letter of Demand means a standard letter from a Roberts Legal Solicitor to your debtor demanding payment of your invoice(s) within 14 days failing which Roberts Legal will seek instructions to commence recovery proceedings in the relevant Court without further notice and advising the debtor of the additional Court costs, Solicitors fees and interest that will be added to the debt if Court proceedings are necessary.

IMPORTANT: ***COPIES OF ALL INVOICES THAT RELATE TO THE DEBT MUST BE ATTACHED.***

My Company/Business:

Name of Business: _____

Postal Address: _____

Details for Contact Person:

Title: Mr Mrs Miss Ms Dr

Full Name: _____

Your Position: _____

Email: _____

Mobile: _____

"DEBTOR" Details: Who owes you the Money? - Individual/Company/Business Name

Name: _____

ABN/ACN: _____

Contact Person: _____

Office Address: _____

"Debt" Details

What is the **Amount** of the debt (including GST, if any)? $ _____ (*must be > $500*)

What does the Debt relate to (*circle response*)?

Supply of Goods *Supply of Services* *Both* *Other*

If other, describe: _____

_____

If the debt is disputed you should consider instructing us to issue detailed Letter of Demand.

INSTRUCTIONS – I hereby instruct Roberts Legal to issue a FREE Standard Initial Legal Letter of Demand in relation to the above debt. I acknowledge that while this offer continues Roberts Legal:

- **will issue the Standard Initial Legal Letter of Demand within 7 days and will email me a copy,**
- **will advise me promptly by telephone or email of the debtor's response or lack of response, and**
- **may not carry out an additional work until I have accepted a Costs Agreement.**

_____ _____

Signed Dated