

To: **Joseph Bloggs**  
Ad: 54 Madeup Street  
MADEUP QUEENSLAND 4999

Date: **25/12/2018**  
Our Ref: **MT:JC:18123/987**

Em: jbloggs@madeup.com.au

**FINAL DEMAND**

Dear Mr Bloggs,

RE: **DEBT OWING TO DOE CLOTHING & SHOE SUPPLY PTY LTD – AMOUNT: \$10,123.45**

We advise that we have received instructions to act on behalf of Doe Clothing & Shoe Supply Pty Ltd, instructed by Ms Jane Doe, in respect of a debt owing by you to our client.

We are instructed that our client provided you with supply of clothing and shoes to the value of \$10,123.45 (including GST) as detailed within invoice 98765 and issued to you on 12 July 2018.

A copy of our client's invoice **98765** is **enclosed** herewith for your ease of reference and further information.

We are instructed that our client has attempted a number of times to recover this debt from you directly and despite such, you have failed to make payment. The debt is now well overdue.

Our client is not prepared to accept any further delay in receiving payment and has taken the decision to commence legal proceedings to recover the debt should that become necessary.

We are therefore instructed to demand and do hereby demand payment of the sum of **\$10,123.45 within 14 days hereof.**

We advise that those monies should be deposited into our trust account:

Name: Black Bear Legal Pty Ltd Law Practice Trust Account  
BSB: **124-042**  
A/C: **22632320**

Please ensure that you use the reference number **18123/987** when making payment to ensure that it is recognised against this matter and no adverse action is taken against you.

Alternatively, those monies can be paid directly to our client and the enclosed invoice provides a number of available payment methods.

We would strongly suggest that you inform our office if you do make payment direct to our client to ensure that no adverse action is taken against you.

If payment is not received by the time stipulated, then we will seek immediate instructions to commence legal proceedings against you in the Magistrates Court of Queensland for non-payment of the debt amount, without any further notice to you whatsoever.





Those proceedings will claim the full amount of the debt owing, plus additional interest that ought to be paid on that debt, until date of judgment.

Those proceedings will also claim that you pay our client's legal costs of commencing those legal proceedings that will inevitably become necessary should this debt not be immediately paid.

We suggest you give this matter your **urgent** attention.

Yours faithfully,  
**Michael Turner, Lawyer / Director**

  
**BLACK BEAR LEGAL PTY LTD**  
mtturner@blackbearlegal.com.au  
Tel. **1300 812 372**

*ENC. Invoice 98765 Dated 12 July 2018.*

**IMPORTANT NOTICE:** Black Bear Legal is a dedicated civil litigation service provider for businesses to collect overdue debts quickly and efficiently through **LEGAL PROCEEDINGS**.

If you are receiving this **FINAL DEMAND** then you will not receive any further notice or warning that legal proceedings will be commenced against you for non-payment of this debt.

To finalise this debt without the commencement of legal proceedings, payment **MUST** strictly be made within the time stated above.

