A2Z Services

<<Insert Postal Address>>

<<State>>

<<Post Code>>

<<INSERT DATE>>

Dear <<Insert Name>>

**A friendly reminder about your unpaid Account**

Have you overlooked your Account? Our records indicate that the following Invoice(s) <<**INVOICE #**>>is past its due date and we have not received full payment. If you have not done so, we would appreciate your payment of <<**$$$$$**>> by <<**DATE 7**>> to avoid suspension of service (**and/or**) further credit action.

Please note any payments over 30 days will be sent to a debt collection agency for collection and associated costs will be added to invoice

**Your payment options**

Payment can be made by **Cash**, **EFT**, **VISA Card** or **Master Card**, **Bank Transfer:**

Account Name: <<Insert Account Name>>

BSB: <<Insert BSB>>

Account: <<Insert account Number>>

If you have paid recently, please email remittance advice or details of your payment at <<Insert Email Address>> or call us on 1300 229 476

Sincerely yours,

<<Name>>

<<Position>>

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