

# OVERDUE NOTICE

Notice Date: \_\_\_\_\_

Account No: \_\_\_\_\_

Reference: \_\_\_\_\_

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## DEBTOR DETAILS

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## CREDIT CONTROL CONTACT

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### URGENT DEMAND FOR PAYMENT

According to our records, the balance detailed below is now overdue. Please remit payment immediately using the payment instructions below to avoid further credit control action, which may include the suspension of services, accrual of statutory interest, or referral to an external collection agency.

ORIGINAL DATE	REFERENCE NO.	DESCRIPTION / INVOICE PARTICULARS	ORIGINAL AMOUNT	AMOUNT DUE
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Late Payment Interest / Administration Fee

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### REMITTANCE & PAYMENT INSTRUCTIONS

Please complete payment via Bank Transfer (EFT) using the details below. Ensure your Account Number or Reference Number is quoted on all transfers.

Bank Name: \_\_\_\_\_

Account Name: \_\_\_\_\_

Account No: \_\_\_\_\_

Sort Code / BIC: \_\_\_\_\_

Subtotal: \_\_\_\_\_

Interest / Fees: \_\_\_\_\_

**Total Overdue:** \_\_\_\_\_

**IBAN:**

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If you have already made payment within the last 48 hours, please disregard this notice and accept our thanks.

Registered Address details, Tax Registration, and Company Registration numbers will be printed here.