



DataWise Hardware Ltd

188 Browns Bay Road  
Browns Bay  
North Shore City  
Auckland 0630

Phone: 09 478 0530

Fax: 09 478 0531

eMail: crichton@datawise.co.nz

19/07/10

GST no: 99999999

ATTENTION: Tim Apple

Dear

RE: Overdue Account Apple Stainless Products Limited

Our records show that your current balance with us is \$12154.81,  
of which \$12154.81 is now past due date for payment.

Please find attached copies of invoices which are now well overdue. Our company policy when invoices exceed 60 days is to suspend the account until all arrears are paid.

Could you please get back to me today and advise when payment for the outstanding invoices will be made.

You can phone Catherine on 09 123 456, they will be in the office today until 4pm.

We value your business, and we'd like for you to resolve this issue as quickly as possible.

Sincerely,

Sincerely

**Fred Smith**

Fred Smith

Finance Manager



# Copy Tax Invoice

GST no: 99999999

DataWise Hardware Ltd

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Auckland 0630

Phone: 09 478 0530

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eMail: crichton@datawise.co.nz

Apple Stainless Products  
Limited

PO Box 15234  
AUCKLAND

Invoice: 00001247

Date 01/09/07

Qty	Linedesc	Excl Amt	Incl Amt
0.00	TSC Socket Set Small	0.00	0.00
0.00	TSC Spanner Adj Small	0.00	0.00
6.00	TSC Hack Saw Blades Small -Pkt	106.45	119.76
10.00	TSC Hack Saw Small	177.43	199.60
10.00	TSC Hammer Medium	124.44	140.00
10.00	TSC Pliers Narrow Nose	120.53	135.60
10.00	TSC Pliers Wide Nose	127.65	143.60
10.00	TSC Wire Cutters	92.09	103.60
12.00	TSC Screw Driver Set Small	340.48	383.04

<b>Sub Total</b>	1089.07	1225.20
<b>Freight</b>	0.00	0.00
<b>GSTax</b>	136.13	
<b>Total</b>	1225.20	1225.20
<b>Balance Outstanding</b>		1225.20

This letter sent to eMail:



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Apple Stainless Products  
Limited

PO Box 15234  
AUCKLAND

Invoice: 00001276

**Date** 18/09/07

<b>Qty</b>	<b>Linedesc</b>	<b>Excl Amt</b>	<b>Incl Amt</b>
310.00	Labour - Building	9644.44	10850.00

<b>Sub Total</b>	9644.44	10850.00
<b>Freight</b>	0.00	0.00
<b>GSTax</b>	1205.56	
<b>Total</b>	<u>10850.00</u>	<u>10850.00</u>
<b>Balance Outstanding</b>		10850.00

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19/07/10

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North Shore City  
Auckland 0630

Phone: 09 478 0530

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Apple Stainless Products  
Limited

PO Box 15234  
AUCKLAND

Invoice: 00001307

**Date** 12/08/09

<b>Qty</b>	<b>Linedesc</b>	<b>Excl Amt</b>	<b>Incl Amt</b>
10.00	Nails Light bulb BT 75w	70.76	79.61

<b>Sub Total</b>	70.76	79.61
<b>Freight</b>	0.00	0.00
<b>GSTax</b>	8.85	
<b>Total</b>	79.61	79.61
<b>Balance Outstanding</b>		79.61

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19/07/10

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Please return this remittance advice with your payment.

To: DataWise Hardware Ltd  
188 Browns Bay Road  
Browns Bay  
North Shore City  
Auckland 0630



Phone: 09 478 0530  
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eMail: crichton@datawise.co.nz

**Remittance Advice**

From: Apple Stainless Products Limited

**Payment of the following invoices**

01/09/07	00001247	1225.20	_____
18/09/07	00001276	10850.00	_____
12/08/09	00001307	79.61	_____

Amount Due Now	12154.81
Amount Remitted	_____

Payment can be made directly into our bank account at :  
Bank of Plenty Acc: 3456 0456789 000

Cheque payments can be posted to the following addresses.  
Post to: P O Box 123456, Auckland, New Zealand, 0234  
Courier to: 1234 Happy Street, Auckland, New Zealand