

Phone: **0407111111** email: **David@Leamey.com** 

## **Draft and send a Letter of Demand**

I will draft a Letter of Demand on your behalf and send it to the other party \$132.

## What you need to do:

- Complete the relevant Form providing details;
- Provide copies of any relevant documents including the correspondence, invoice, purchase order, agreement or other document;
- Provide details of the debt & party owing the debt;
- Provide feedback for revisions & amendments.

## I will:

- Email you a detailed questionnaire;
- Provide you with acceptance of the job;
- Draft the Demand and provide a copy to you;
- Post, email or fax the demand to the other party;
- Accommodate several revisions;
- Answer your questions by email;

Client Name: \*

• Provide the Demand within 2 business days.

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optional

file attachment

I am an Australian Legal Practitioner with a NSW Practising certificate and Professional Indemnity insurance. The fee includes GST and a Tax Invoice is provided. I practice NSW

David Leamey trading as David Leamey Solicitor & Barrister.

Liability limited by a scheme approved under Professional Standards Legislation.

and Australian Law only. I do not accept work which involves a conflict of interest.

David Leamey t/as David Leamey Solicitor & Barrister.Fax: (02) 9012 0333 ABN: 25 101 597 669