



South Staffordshire Council

South Staffordshire Council
Wolverhampton Road
Codsall, Staffs
WV8 1PX

Email: payments@sstaffs.gov.uk

Reminder Letter

Date : 23-FEB-20

Letter Reference: SSDC/R/1/AF/17656

Customer Number: 525000

Steven Johnson
Test Account
Willenhall
T3ST 5AS

Reminder Notice

Our records show that the invoices detailed below are now overdue for payment.

Please make arrangements to pay any overdue balances immediately. Details on how to pay can be found on the back of your invoice.

If you have a query regarding any of your invoices you can contact us at payments@sstaffs.gov.uk. Please provide your account number and any invoice numbers in your correspondence to help us deal with your query more efficiently.

Thank you

List of overdue items:

Our ref	Your ref	Date	Due date	Outstanding amt
00091211	PO012345	01-MAR-22	15-MAR-22	240.00 GBP
00091212	TESTPO1	02-MAR-22	16-MAR-22	360.00 GBP
00091210	TEST EMAIL	16-MAR-22	30-MAR-22	15.00 GBP
Test email output				
00091206	TEST ORDER	31-MAR-22	14-APR-22	1200.00 GBP
Total				1815.00 GBP

Remittance Advice Slip (please detach and forward with payment)

ACCOUNT NUMBER - NAME 525000 - Steven Johnson
DATE 23-FEB-20
REFERENCE SSDC/R/1/AF/17656

Please see reverse for payment methods.