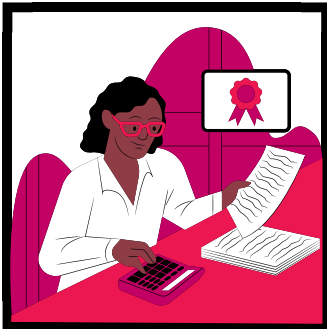


PART ONE

MONEY DISPUTES PRIOR TO COURT ACTION



Make sure you are certain of the disputed amount.

1



Write a letter setting out the facts, a calculation of the amount due & a copy of any contract.

2



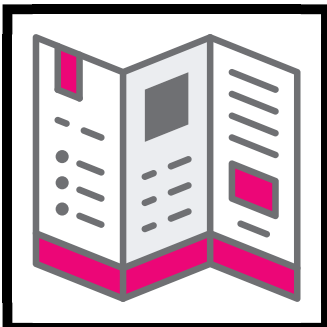
Send the letter by recorded delivery.

3



If no payment is received, send a 2nd letter warning of legal actions & give a firm deadline for payment.

4



Research & visit your local county court to ask questions or view leaflets providing advice.

5