



SAMPLE TRADING (S) PTE LTD.

10 JALAN BESAR, #17-01 SIM LIM TOWER, SINGAPORE 208787

Tel : +65 6296 8888 Fax : +65 6296 8898

URL : <http://www.sample-software.com>

Email : admin@sample-software.com

December 31, 2001

ADVANCE TRADING PTE LTD

35, JURONG WEST,
STREET 52 #01-158,
SINGAPORE 347740

TEL: 63323312

FAX: 63345678

Dear Sir,

RE: Your Account Is Overdue More Than 1 Months!!

Your payment is probably on its way to us now, please ignore this reminder should you have made the aforesaid payment. However, our record shows the invoice(s) below are now overdue for payment:-

DATE	TYPE	DOCUMENT #	TERMS	AGENT	AMOUNT	DUE DATE	AGE	OUTSTANDING
30/11/1996	INV	INV 0055	C.O.D.	CINDY	3,500.00	30/11/96	1,857	1,421.00
01/01/1997	INV	INV 0005	C.O.D.	CINDY	10,400.00	01/01/97	1,825	2,800.00
30/11/2000	INV	INV 0016	C.O.D.	CINDY	7,200.00	30/11/00	396	740.00
13/01/2001	INV	INV 11086	C.O.D.	CINDY	3,780.00	13/01/01	352	2,780.00
15/01/2001	INV	INV 11088	C.O.D.	CINDY	2,857.05	15/01/01	350	2,857.05
16/01/2001	INV	INV 11083	C.O.D.	CINDY	29,400.00	16/01/01	349	6,490.50
22/01/2001	DN	DN 11081	C.O.D.	CINDY	210.00	22/01/01	343	10.00
29/01/2001	INV	INV0101/006	C.O.D.	CINDY	850.50	29/01/01	336	850.50
31/01/2001	INV	INV 11103	C.O.D.	CINDY	719.25	31/01/01	334	34.25
31/01/2001	INV	INV0101/005	C.O.D.	CINDY	850.50	31/01/01	334	850.50
31/01/2001	INV	INV 11098	C.O.D.	CINDY	16,065.00	31/01/01	334	14,065.00
31/01/2001	INV	INV 11099	C.O.D.	CINDY	33,075.00	31/01/01	334	33,075.00
31/01/2001	INV	INV0101/001	C.O.D.	CINDY	52,606.58	31/01/01	334	52,606.58
31/01/2001	INV	FC 0001	C.O.D.	CINDY	3,772.07	31/01/01	334	3,772.07
08/02/2001	INV	INV 11090	C.O.D.	CINDY	18,900.00	08/02/01	326	18,900.00
03/03/2001	INV	INV 11091	C.O.D.	CINDY	35,679.00	03/03/01	303	35,679.00
20/04/2001	INV	INV 11094	C.O.D.	CINDY	33,589.50	20/04/01	255	33,589.50
05/05/2001	INV	INV0105/002	C.O.D.	CINDY	39,973.50	05/05/01	240	39,973.50

Yours faithfully,
SAMPLE TRADING (S) PTE LTD

ACCOUNT DEPARTMENT

**SAMPLE TRADING (S) PTE LTD.**

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December 31, 2001

ADVANCE TRADING PTE LTD35, JURONG WEST,
STREET 52 #01-158,
SINGAPORE 347740

TEL: 63323312

FAX: 63345678

Dear Sir,

RE: Your Account Is Overdue More Than 1 Months!!

Your payment is probably on its way to us now, please ignore this reminder should you have made the aforesaid payment. However, our record shows the invoice(s) below are now overdue for payment:-

DATE	TYPE	DOCUMENT #	TERMS	AGENT	AMOUNT	DUE DATE	AGE	OUTSTANDING
							Total:	<u>250,494.45</u>

We appreciate your kind attention to the above invoices and look forward to the early receipt of your payment.

Thank you for your co-operation.

Yours faithfully,
SAMPLE TRADING (S) PTE LTD

ACCOUNT DEPARTMENT



SAMPLE TRADING (S) PTE LTD.

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December 31, 2001

BEST TECH ENGINEERING PTE LTD

NO. 19 SUNGEI KADUT IND PARK

SINGAPORE 729232

TEL: 6712 6282

FAX: 6715 6987

Dear Sir,

RE: Your Account Is Overdue More Than 1 Months!!

Your payment is probably on its way to us now, please ignore this reminder should you have made the aforesaid payment. However, our record shows the invoice(s) below are now overdue for payment:-

DATE	TYPE	DOCUMENT #	TERMS	AGENT	AMOUNT	DUE DATE	AGE	OUTSTANDING
31/12/2000	INV	INV 0020	30 DAYS	PETER	11,720.00	30/01/01	335	9,407.50
11/01/2001	INV	INV 11084	30 DAYS	PETER	3,675.00	10/02/01	324	2,519.83
19/01/2001	DN	DN 11079	30 DAYS	PETER	29.40	18/02/01	316	29.40
31/01/2001	INV	INV 11112	30 DAYS	PETER	1,869.00	02/03/01	304	1,869.00
31/01/2001	INV	INV0101/007	30 DAYS	PETER	2,478.00	02/03/01	304	2,478.00
31/01/2001	INV	INV 11097	30 DAYS	PETER	14,490.00	02/03/01	304	14,490.00
31/01/2001	INV	FC 0002	30 DAYS	PETER	96.37	02/03/01	304	96.37
31/01/2001	INV	INV 11101	30 DAYS	PETER	14,698.95	02/03/01	304	14,698.95
31/01/2001	INV	INV 11108	30 DAYS	PETER	15,003.45	02/03/01	304	15,003.45
31/01/2001	INV	INV 11111	30 DAYS	PETER	16,137.45	02/03/01	304	16,137.45
31/01/2001	INV	INV0101/002	30 DAYS	PETER	5,858.16	02/03/01	304	5,858.16
01/02/2001	INV	INV 11102	30 DAYS	PETER	18,039.00	03/03/01	303	18,039.00
10/02/2001	INV	INV 11113	30 DAYS	PETER	4,630.50	12/03/01	294	4,630.50
05/06/2001	INV	INV0106/001	30 DAYS	PETER	33,854.10	05/07/01	179	33,854.10
03/08/2001	INV	INV0108/001	30 DAYS	PETER	36,429.75	02/09/01	120	36,429.75
Total:								<u>175,541.46</u>

We appreciate your kind attention to the above invoices and look forward to the early receipt of your payment.

Thank you for your co-operation.

Yours faithfully,
SAMPLE TRADING (S) PTE LTD

ACCOUNT DEPARTMENT



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Email : admin@sample-software.com

December 31, 2001

CARE SOFTWARE SOLUTIONS

15-01 SIM LIM TOWER,
10 JALAN BESAR, SINGAPORE 208787

TEL: 6287 9989

FAX: 6287 3023

Dear Sir,

RE: Your Account Is Overdue More Than 1 Months!!

Your payment is probably on its way to us now, please ignore this reminder should you have made the aforesaid payment. However, our record shows the invoice(s) below are now overdue for payment:-

DATE	TYPE	DOCUMENT #	TERMS	AGENT	AMOUNT	DUE DATE	AGE	OUTSTANDING
15/01/2001	INV	INV 11095	30 DAYS	CINDY	42,879.90	14/02/01	320	38,651.50
15/01/2001	INV	INV 11089	30 DAYS	CINDY	11,379.90	14/02/01	320	2,879.90
19/01/2001	DN	DN 11084	30 DAYS	CINDY	126.00	18/02/01	316	126.00
19/01/2001	DN	DN 11080	30 DAYS	CINDY	29.40	18/02/01	316	29.40
31/01/2001	INV	INV 11105	30 DAYS	CINDY	719.25	02/03/01	304	719.25
31/01/2001	INV	INV 11109	30 DAYS	CINDY	15,018.68	02/03/01	304	15,018.68
31/01/2001	INV	INV 11107	30 DAYS	CINDY	14,698.95	02/03/01	304	14,698.95
31/01/2001	INV	INV0101/004	30 DAYS	CINDY	14,698.95	02/03/01	304	14,698.95
12/07/2001	INV	INV0107/001	30 DAYS	CINDY	31,807.65	11/08/01	142	31,807.65
09/09/2001	INV	INV0109/001	30 DAYS	CINDY	33,390.00	09/10/01	83	33,390.00
							Total:	<u>152,020.28</u>

We appreciate your kind attention to the above invoices and look forward to the early receipt of your payment.

Thank you for your co-operation.

Yours faithfully,
SAMPLE TRADING (S) PTE LTD

ACCOUNT DEPARTMENT

**SAMPLE TRADING (S) PTE LTD.**

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Tel : +65 6296 8888 Fax : +65 6296 8898

URL : <http://www.sample-software.com>Email : admin@sample-software.com

December 31, 2001

COSMIC CONSTRUCTION PTE LTD

95 TECH PARK CRESENT

TUAS TECH PARK,

SINGAPORE 638109

TEL: 6863 3686

FAX: 6863 3687

Dear Sir,

RE: Your Account Is Overdue More Than 1 Months!!

Your payment is probably on its way to us now, please ignore this reminder should you have made the aforesaid payment. However, our record shows the invoice(s) below are now overdue for payment:-

DATE	TYPE	DOCUMENT #	TERMS	AGENT	AMOUNT	DUE DATE	AGE	OUTSTANDING
11/11/2000	INV	INV 0018	C.O.D.	PETER	8,300.00	11/11/00	415	5,225.00
31/12/2000	INV	INV 0089	C.O.D.	PETER	6,000.00	31/12/00	365	6,000.00
31/12/2000	INV	INV 0019	C.O.D.	PETER	10,200.00	31/12/00	365	10,200.00
03/01/2001	INV	INV 11080	C.O.D.	PETER	11,379.90	03/01/01	362	11,379.90
31/01/2001	INV	INV 11093	C.O.D.	PETER	3,990.00	31/01/01	334	3,990.00
31/01/2001	INV	FC 0003	C.O.D.	PETER	514.49	31/01/01	334	514.49
Total:								<u>37,309.39</u>

We appreciate your kind attention to the above invoices and look forward to the early receipt of your payment.

Thank you for your co-operation.

Yours faithfully,
SAMPLE TRADING (S) PTE LTD

ACCOUNT DEPARTMENT

**SAMPLE TRADING (S) PTE LTD.**

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URL : <http://www.sample-software.com>Email : admin@sample-software.com

December 31, 2001

DELL COMPUTER PTE LTD10 ANSON ROAD,
SINGAPORE 287657

TEL: 6547 8899

FAX: 6548 9988

Dear Sir,

RE: Your Account Is Overdue More Than 1 Months!!

Your payment is probably on its way to us now, please ignore this reminder should you have made the aforesaid payment. However, our record shows the invoice(s) below are now overdue for payment:-

DATE	TYPE	DOCUMENT #	TERMS	AGENT	AMOUNT	DUE DATE	AGE	OUTSTANDING
31/01/2001	DN	DN 11087	C.O.D.	SAM	315.00	31/01/01	334	15.00
31/01/2001	INV	INV0101/008	C.O.D.	SAM	410.00	31/01/01	334	410.00
31/01/2001	INV	INV 11110	C.O.D.	SAM	719.25	31/01/01	334	719.25
02/02/2001	INV	INV0102/001	C.O.D.	SAM	2,908.50	02/02/01	332	2,908.50
15/02/2001	INV	INV 11106	C.O.D.	SAM	1,785.00	15/02/01	319	982.50
03/10/2001	INV	INV0110/001	C.O.D.	SAM	38,220.00	03/10/01	89	38,220.00
Total:								<u>43,255.25</u>

We appreciate your kind attention to the above invoices and look forward to the early receipt of your payment.

Thank you for your co-operation.

Yours faithfully,
SAMPLE TRADING (S) PTE LTD

ACCOUNT DEPARTMENT

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Tel : +65 6296 8888 Fax : +65 6296 8898

URL : <http://www.sample-software.com>Email : admin@sample-software.com

December 31, 2001

TRIWAY PTE LTD105 KAKI BUKIT ROAD 9,
#15-19, EUNOS WAREHOUSE COMPLEX
SINGAPORE 417835

TEL: 6843 3636

FAX: 6744 1237

Dear Sir,

RE: Your Account Is Overdue More Than 1 Months!!

Your payment is probably on its way to us now, please ignore this reminder should you have made the aforesaid payment. However, our record shows the invoice(s) below are now overdue for payment:-

DATE	TYPE	DOCUMENT #	TERMS	AGENT	AMOUNT	DUE DATE	AGE	OUTSTANDING
31/12/2000	INV	INV 9087	30 DAYS		9,000.00	30/01/01	335	9,000.00
30/01/2001	INV	INV0101/003	30 DAYS	CINDY	1,227.66	01/03/01	305	58.46
31/01/2001	DN	DN 11086	C.O.D.	CINDY	126.00	31/01/01	334	126.00
07/11/2001	INV	INV0111/001	C.O.D.	CINDY	44,605.05	07/11/01	54	42,834.25
							Total:	<u>52,018.71</u>

We appreciate your kind attention to the above invoices and look forward to the early receipt of your payment.

Thank you for your co-operation.

Yours faithfully,
SAMPLE TRADING (S) PTE LTD

ACCOUNT DEPARTMENT

**SAMPLE TRADING (S) PTE LTD.**

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URL : <http://www.sample-software.com>Email : admin@sample-software.com

December 31, 2001

UOK (S) PTE LTD

725 BEACH ROAD, #28-35

GATEWAY EAST

SINGAPORE 189721

TEL: 6296 9989

FAX: 6286 9432

Dear Sir,

RE: Your Account Is Overdue More Than 1 Months!!

Your payment is probably on its way to us now, please ignore this reminder should you have made the aforesaid payment. However, our record shows the invoice(s) below are now overdue for payment:-

DATE	TYPE	DOCUMENT #	TERMS	AGENT	AMOUNT	DUE DATE	AGE	OUTSTANDING
31/12/2000	INV	INV 1011	C.O.D.	CINDY	9,950.00	31/12/00	365	1,550.00
05/01/2001	INV	INV 11081	C.O.D.	CINDY	20,884.50	05/01/01	360	20,884.50
15/01/2001	INV	INV 11087	C.O.D.	CINDY	2,940.00	15/01/01	350	2,940.00
31/01/2001	INV	FC 0004	C.O.D.	CINDY	161.95	31/01/01	334	161.95
							Total:	<u>25,536.45</u>

We appreciate your kind attention to the above invoices and look forward to the early receipt of your payment.

Thank you for your co-operation.

Yours faithfully,
SAMPLE TRADING (S) PTE LTD

ACCOUNT DEPARTMENT

**SAMPLE TRADING (S) PTE LTD.**

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Tel : +65 6296 8888 Fax : +65 6296 8898

URL : <http://www.sample-software.com>Email : admin@sample-software.com

December 31, 2001

US TECHNOLOGY LIMITED18, EAST ELLIOT STREET,
CHARLESTON, SC 29301-2573,
U.S.A.

TEL: 803-854-6680 FAX: 803-828-9680

Dear Sir,

RE: Your Account Is Overdue More Than 1 Months!!

Your payment is probably on its way to us now, please ignore this reminder should you have made the aforesaid payment. However, our record shows the invoice(s) below are now overdue for payment:-

DATE	TYPE	DOCUMENT #	TERMS	AGENT	AMOUNT	DUE DATE	AGE	OUTSTANDING
01/12/2000	INV	INV 0104	C.O.D.	SAM	4,420.00	01/12/00	395	4,420.00
31/12/2000	INV	INV 0107	C.O.D.	SAM	5,500.00	31/12/00	365	5,500.00
31/12/2000	INV	INV 0114	C.O.D.	SAM	7,280.00	31/12/00	365	7,280.00
31/12/2000	INV	INV 0117	C.O.D.	SAM	10,200.00	31/12/00	365	10,200.00
31/01/2001	INV	FC 0005	C.O.D.	SAM	269.04	31/01/01	334	269.04
							Total:	<u>27,669.04</u>

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December 31, 2001

WAI HONG INTERNATIONAL TRADINGBLK 1003, TOA PAYOH INDUSTRIAL PARK,
LORONG 8, #02-1525,
SINGAPORE 1123.

TEL: 6256 4324

FAX: 6256 5561

Dear Sir,

RE: Your Account Is Overdue More Than 1 Months!!

Your payment is probably on its way to us now, please ignore this reminder should you have made the aforesaid payment. However, our record shows the invoice(s) below are now overdue for payment:-

DATE	TYPE	DOCUMENT #	TERMS	AGENT	AMOUNT	DUE DATE	AGE	OUTSTANDING	
01/11/2000	INV	INV 1009	C.O.D.	SAM	14,830.00	01/11/00	425	560.00	
31/12/2000	INV	INV 1018	C.O.D.	SAM	4,700.00	31/12/00	365	4,700.00	
31/12/2000	INV	INV 1015	C.O.D.	SAM	6,500.00	31/12/00	365	6,500.00	
08/01/2001	INV	INV 11082	C.O.D.	SAM	26,250.00	08/01/01	357	24,250.00	
21/01/2001	INV	INV 11104	C.O.D.	SAM	14,698.95	21/01/01	344	11,699.95	
25/01/2001	DN	DN 11082	C.O.D.	SAM	315.00	25/01/01	340	15.00	
31/01/2001	INV	INV 11096	C.O.D.	SAM	3,990.00	31/01/01	334	3,990.00	
31/01/2001	INV	INV 11092	C.O.D.	SAM	88,719.75	31/01/01	334	86,368.75	
31/01/2001	INV	FC 0006	C.O.D.	SAM	1,075.24	31/01/01	334	1,075.24	
							Total:		<u>139,158.94</u>

We appreciate your kind attention to the above invoices and look forward to the early receipt of your payment.

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Yours faithfully,
SAMPLE TRADING (S) PTE LTD

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