

DD/MM/YYYY

Full Name
Postal Address

**DESIGN
CREATE
INNOVATE**8/24 Iron Knob St
Fyshwick ACT 2609PO Box 831
Fyshwick ACT 2609

evolve@372digital.com.au

1300 971 882
0422 612 341372 Digital PTY LTD
ABN 66 159 301 952
ACN 159 301 951**OBJECT: INFRINGEMENT OF COPYRIGHTED MATERIAL**

Dear [CLIENT NAME],

It has come to our attention that a [ITEM NAME] we designed that has not been paid in full, is currently in use on [LOCATION].
[PROVIDE VISUAL REFERENCE].

Our terms of service clearly dictate that all artworks remain copyright to and property of 372 Digital until all outstanding invoices are paid in full. All non-final artworks such as drafts remain copyright to and property of 372 Digital. You can find a copy of the contracted terms of service in quotation [QUOTATION ID AND NAME] on page [PAGE NUMBER], copy attached.

We have not authorised the use of our copyrighted material for your commercial purposes and, therefore, as the copyright owner, we demand that you immediately cease and desist from using and from permitting any third party to use this [ITEM NAME]. This includes application on any [EXAMPLES OF USE] etc.

Alternatively, the logo can continue to be in use once full payment to the latest invoice [INVOICE ID] attached, with the total of \$X.XX has been made.

If you fail to pay the full amount within ten business days from the date of this letter, we will pursue further action against you through the Australian Capital Territory Civil and Administrative Tribunal. Please be advised that should you be at default, you will be required to reimburse 372 Digital for any costs or losses incurred by the company including all legal fees in addition to the invoice amount under contract per the terms of service.

Sincerely,

Ben Brillante
Managing Director of 372 Digital
ben.b@372digital.com.au