

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

## NOTICE AND DEMAND

“You are hereby notified that a check or instrument number \_\_\_\_\_ issued by you on \_\_\_\_\_ (date), drawn upon \_\_\_\_\_ (name of bank), and made payable to \_\_\_\_\_, has been dishonored.

Pursuant to Georgia law, you have ten days from receipt of this notice to tender payment of the full amount of the check or instrument plus a service charge of \$30.00 or five percent (5%) of the face amount of the check or instrument, whichever is greater, the total amount due being \$ \_\_\_\_\_.

Unless this amount is paid in full within the ten day period, the holder of the check or instrument may file a civil suit against you for two times the amount of the check or instrument, but in no case more than \$500.00, in addition to the payment of the check or instrument, plus any court costs incurred by the payee taking the action.”

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME OF BUSINESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
TELEPHONE