

ATP SALES & SERVICES SDN BHD

CO. NO.: 201801013693 TIN NO.: C25450991060 SST NO.: J31-2507-32000110
142A, JALAN LAYANG 16, TAMAN PERLING,
81200 JOHOR BAHRU, MALAYSIA.
Tel: 018-7864855 email: info@atgroup.com.my

October 23, 2025

A.T. PLAN COPY CENTRE & STATIONERY

142, JALAN LAYANG 16,
TAMAN PERLING,
81200 JOHOR BAHRU, JOHOR

Tel: 60176225524 Fax:

Debtor Code : 3000-AT0059

Dear Sir,

RE: Reminder to Overdue Account (Balance of MYR 29,015.46)

An examination of our records indicates that the following amounts are due from your company :

Date	Type	Document No	Terms	Agent	Amount	Due Date	Outstanding
21/5/2024	INV	MR2405.0204	35 DAYS	Y001	316.24	25/6/2024	316.24
21/5/2024	INV	MR2405.0217	35 DAYS	Y001	156.35	25/6/2024	156.35
21/5/2024	INV	MR2405.0226	35 DAYS	Y001	374.44	25/6/2024	374.44
21/5/2024	INV	MR2405.0228	35 DAYS	Y001	738.53	25/6/2024	738.53
21/5/2024	INV	MR2405.0229	35 DAYS	Y001	546.07	25/6/2024	546.07
22/5/2024	INV	MR2405.0239	35 DAYS	Y001	132.11	26/6/2024	132.11
22/5/2024	INV	MR2405.0240	35 DAYS	Y001	222.26	26/6/2024	222.26
22/5/2024	INV	MR2405.0241	35 DAYS	Y001	196.53	26/6/2024	196.53
22/5/2024	INV	MR2405.0242	35 DAYS	Y001	15.75	26/6/2024	15.75
22/5/2024	INV	MR2405.0243	35 DAYS	Y001	393.32	26/6/2024	393.32
22/5/2024	INV	MR2405.0244	35 DAYS	Y001	79.25	26/6/2024	79.25
22/5/2024	INV	MR2405.0245	35 DAYS	Y001	256.87	26/6/2024	256.87
22/5/2024	INV	MR2405.0246	35 DAYS	Y001	260.79	26/6/2024	260.79
22/5/2024	INV	MR2405.0247	35 DAYS	Y001	713.12	26/6/2024	713.12
22/5/2024	INV	MR2405.0248	35 DAYS	Y001	195.04	26/6/2024	195.04
25/5/2024	INV	MR2405.0320	35 DAYS	Y001	765.51	29/6/2024	765.51
25/5/2024	INV	MR2405.0321	35 DAYS	Y001	576.71	29/6/2024	576.71
27/5/2024	INV	MR2405.0329	35 DAYS	Y001	256.25	1/7/2024	256.25
27/5/2024	INV	MR2405.0330	35 DAYS	Y001	322.08	1/7/2024	322.08
27/5/2024	INV	MR2405.0331	35 DAYS	Y001	682.85	1/7/2024	682.85
27/5/2024	INV	MR2405.0332	35 DAYS	Y001	335.23	1/7/2024	335.23
27/5/2024	INV	MR2405.0333	35 DAYS	Y001	628.33	1/7/2024	628.33
27/5/2024	INV	MR2405.0334	35 DAYS	Y001	269.47	1/7/2024	269.47
27/5/2024	INV	MR2405.0335	35 DAYS	Y001	262.91	1/7/2024	262.91
27/5/2024	INV	MR2405.0336	35 DAYS	Y001	317.26	1/7/2024	317.26
27/5/2024	INV	MR2405.0346	35 DAYS	Y001	85.22	1/7/2024	85.22
27/5/2024	INV	MR2405.0360	35 DAYS	Y001	401.44	1/7/2024	401.44
27/5/2024	INV	MR2405.0361	35 DAYS	Y001	203.48	1/7/2024	203.48
27/5/2024	INV	MR2405.0363	35 DAYS	Y001	98.95	1/7/2024	98.95
27/5/2024	INV	MR2405.0364	35 DAYS	Y001	365.84	1/7/2024	365.84
27/5/2024	INV	MR2405.0365	35 DAYS	Y001	167.83	1/7/2024	167.83
27/5/2024	INV	MR2405.0366	35 DAYS	Y001	622.74	1/7/2024	622.74

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27/5/2024	INV	MR2405.0367	35 DAYS	Y001	17.02	1/7/2024	17.02
27/5/2024	INV	MR2405.0374	35 DAYS	Y001	135.48	1/7/2024	135.48
27/5/2024	INV	MR2405.0376	35 DAYS	Y001	29.87	1/7/2024	29.87
27/5/2024	INV	MR2405.0377	35 DAYS	Y001	306.62	1/7/2024	306.62
27/5/2024	INV	MR2405.0383	35 DAYS	Y001	155.39	1/7/2024	155.39
27/5/2024	INV	MR2405.0393	35 DAYS	Y001	394.15	1/7/2024	394.15
27/5/2024	INV	MR2405.0397	35 DAYS	Y001	722.22	1/7/2024	722.22
29/5/2024	INV	MR2405.0583	35 DAYS	Y001	51.01	3/7/2024	51.01
29/5/2024	INV	MR2405.0584	35 DAYS	Y001	655.28	3/7/2024	655.28
29/5/2024	INV	MR2405.0585	35 DAYS	Y001	34.62	3/7/2024	34.62
29/5/2024	INV	MR2405.0586	35 DAYS	Y001	1,045.01	3/7/2024	1,045.01
29/5/2024	INV	MR2405.0671	35 DAYS	Y001	14.26	3/7/2024	14.26
29/5/2024	INV	MR2405.0716	35 DAYS	Y001	860.40	3/7/2024	860.40
29/5/2024	INV	MR2405.0717	35 DAYS	Y001	47.04	3/7/2024	47.04
29/5/2024	INV	MR2405.0739	35 DAYS	Y001	729.21	3/7/2024	729.21
30/5/2024	INV	MR2405.0838	35 DAYS	Y001	671.05	4/7/2024	671.05
30/5/2024	INV	MR2405.0839	35 DAYS	Y001	43.12	4/7/2024	43.12
30/5/2024	INV	MR2405.0840	35 DAYS	Y001	29.53	4/7/2024	29.53
30/5/2024	INV	MR2405.0845	35 DAYS	Y001	262.60	4/7/2024	262.60
30/5/2024	INV	MR2405.0852	35 DAYS	Y001	75.24	4/7/2024	75.24
30/5/2024	INV	MR2405.0853	35 DAYS	Y001	20.49	4/7/2024	20.49
30/5/2024	INV	MR2405.0855	35 DAYS	Y001	69.76	4/7/2024	69.76
30/5/2024	INV	MR2405.0856	35 DAYS	Y001	119.57	4/7/2024	119.57
30/5/2024	INV	MR2405.0875	35 DAYS	Y001	126.32	4/7/2024	126.32
31/5/2024	INV	MR2405.0892	35 DAYS	Y001	234.47	5/7/2024	234.47
31/5/2024	INV	MR2405.0893	35 DAYS	Y001	232.97	5/7/2024	232.97
31/5/2024	INV	MR2405.0894	35 DAYS	Y001	285.05	5/7/2024	285.05
31/5/2024	INV	MR2405.0895	35 DAYS	Y001	26.73	5/7/2024	26.73
31/5/2024	INV	MR2405.0896	35 DAYS	Y001	202.62	5/7/2024	202.62
31/5/2024	INV	MR2405.0906	35 DAYS	Y001	25.53	5/7/2024	25.53
31/5/2024	INV	MR2405.0907	35 DAYS	Y001	203.81	5/7/2024	203.81
31/5/2024	INV	MR2405.0908	35 DAYS	Y001	395.23	5/7/2024	395.23
31/5/2024	INV	MR2405.0909	35 DAYS	Y001	142.26	5/7/2024	142.26
31/5/2024	INV	MR2405.0910	35 DAYS	Y001	183.49	5/7/2024	183.49
31/5/2024	INV	MR2405.0911	35 DAYS	Y001	168.39	5/7/2024	168.39
31/5/2024	INV	MR2405.0912	35 DAYS	Y001	280.54	5/7/2024	280.54
31/5/2024	INV	MR2405.0913	35 DAYS	Y001	271.70	5/7/2024	271.70
31/5/2024	INV	MR2405.0914	35 DAYS	Y001	40.75	5/7/2024	40.75
31/5/2024	INV	MR2405.0915	35 DAYS	Y001	485.39	5/7/2024	485.39
31/5/2024	INV	MR2405.0916	35 DAYS	Y001	566.38	5/7/2024	566.38
31/5/2024	INV	MR2405.0917	35 DAYS	Y001	82.77	5/7/2024	82.77
31/5/2024	INV	MR2405.0918	35 DAYS	Y001	237.72	5/7/2024	237.72
31/5/2024	INV	MR2405.0919	35 DAYS	Y001	265.02	5/7/2024	265.02
31/5/2024	INV	MR2405.0927	35 DAYS	Y001	337.83	5/7/2024	337.83
31/5/2024	INV	MR2405.0931	35 DAYS	Y001	102.24	5/7/2024	102.24
31/5/2024	INV	MR2405.0932	35 DAYS	Y001	3.45	5/7/2024	3.45
31/5/2024	INV	MR2405.0933	35 DAYS	Y001	24.23	5/7/2024	24.23
31/5/2024	INV	MR2405.0934	35 DAYS	Y001	2.13	5/7/2024	2.13
31/5/2024	INV	MR2405.0935	35 DAYS	Y001	58.02	5/7/2024	58.02
31/5/2024	INV	MR2405.0936	35 DAYS	Y001	91.16	5/7/2024	91.16

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31/5/2024	INV	MR2405.0957	35 DAYS	Y001	119.21	5/7/2024	119.21
31/5/2024	INV	MR2405.0969	35 DAYS	Y001	395.87	5/7/2024	395.87
31/5/2024	INV	MR2405.0970	35 DAYS	Y001	981.91	5/7/2024	981.91
31/5/2024	INV	MR2405.0971	35 DAYS	Y001	923.13	5/7/2024	923.13
31/5/2024	INV	MR2405.0972	35 DAYS	Y001	327.84	5/7/2024	327.84
31/5/2024	INV	MR2405.0979	35 DAYS	Y001	216.71	5/7/2024	216.71
31/5/2024	INV	MR2405.0980	35 DAYS	Y001	321.64	5/7/2024	321.64
31/5/2024	INV	MR2405.0986	35 DAYS	Y001	210.81	5/7/2024	210.81
31/5/2024	INV	MR2405.0987	35 DAYS	Y001	305.26	5/7/2024	305.26
31/5/2024	INV	MR2405.0991	35 DAYS	Y001	927.48	5/7/2024	927.48
31/5/2024	INV	MR2405.1006	35 DAYS	Y001	431.20	5/7/2024	431.20
31/5/2024	INV	MR2405.1007	35 DAYS	Y001	70.16	5/7/2024	70.16
31/5/2024	INV	MR2405.1008	35 DAYS	Y001	336.38	5/7/2024	336.38
31/5/2024	INV	MR2405.1009	35 DAYS	Y001	28.17	5/7/2024	28.17
31/5/2024	INV	MR2405.1010	35 DAYS	Y001	89.25	5/7/2024	89.25
31/5/2024	INV	MR2405.1012	35 DAYS	Y001	806.53	5/7/2024	806.53
Total :							29,015.46

If the above listed items are in order. We would appreciate receiving your cheque immediately so that your account be brought up to date.

Your service will be subjected to temporary interruption if full payment is not received by after 7 days from the notice date. For unlock the copier service may take 3 working day from the date payment received.

Should you feel that there is a reason why these items cannot be paid , kindly inform us of this.

Yours faithfully,

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PS. This is a computer generated reminder and no signature is required