# Goods Disposal Notice (do not include heading if sending Notice as text message)

*Disposal of Uncollected Goods Act 2020*

Date

[insert consumer name]

[insert Company (if applicable)]

[insert postal address]

[insert City State Postcode]

[insert Phone number if available]

[insert email address]

Dear [insert consumer name]

I am informing you of our intention to dispose of your uncollected goods.

Your goods are described as:

* [make / model of goods]
* [description of goods]
* [date goods were received]

We [select option: <phoned you><emailed you><wrote to you>] on [insert date] asking for payment of charges and for you to collect your goods.

The goods described in this notice may still be collected from us at [insert street address] after you have paid the charges owing.

Please treat this as a matter of urgency and contact us as soon as possible.

If your goods are not collected within 28 days (from the date of this notice) your goods will be disposed of in accordance with the *Disposal of Uncollected goods Act 2020* such as by sale, auction or appropriation.

Proceeds from selling your goods will be kept by us to cover our relevant charges and any disposal costs.

If proceeds from selling your goods do not cover charges and costs, you are still liable for that debt. Excess funds left over from a sale of your goods may be claimed from us.

## Relevant charges

Before releasing the goods, you must pay the amount owing which is $insert amount. This amount is being charged to cover the following:

To calculate the relevant charge, include the services your business provided and is now charging for. Examples include repairs, cleaning, storage, servicing, carriage, insurance. Also provide an estimate of any likely increase in the relevant charge, for example a daily storage fee – DELETE THIS TEXT FROM NOTICE

Yours sincerely

Business name

[Add contact details if this information is not on letterhead]