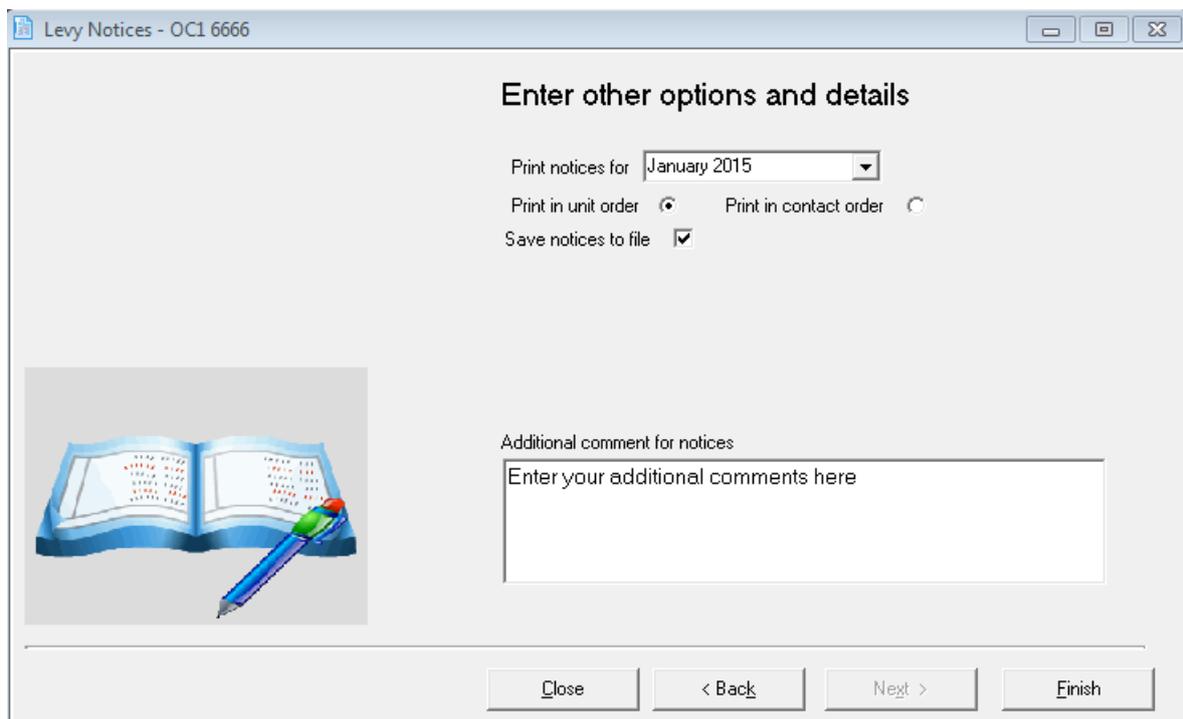


Adding Additional Information to a Levy Notice

Information can be added to a Levy Notice in two ways:

1. Additional text can be added to the notice between the levy detail and the payment slip.

Levy Wizard > Print Levy Notices > Single Building /Multiple > Other Options/Details
Enter text either by typing directly or copy/paste.



Levy Notices - OC1 6666

Enter other options and details

Print notices for

Print in unit order Print in contact order

Save notices to file

Additional comment for notices

Enter your additional comments here

Close < Back Next > Finish

2. Additional Page (Email Levy Notice option only)

- Create a document and Save As 'levynoticecomment.pdf'
- Save this document to \\Strata\$\Data on your server.