

## Instructions

1. Read the email (below)
2. Extract the key points that you think the parents need to know
3. Rewrite the email to include a short introduction, a single message and three supporting points

## Rework this example

Dear valued BigCo supplier,

BigCo Australia introduced a Supplier Payment Code in late 2018, which was subsequently updated in February this year. A key element of this code is that it offers payment terms of 30 days from invoice to all Australian Small Business suppliers (suppliers with an annual turnover of less than A\$10 million).

The Supplier Payment Code can be found [here](#). Since the introduction of the Supplier Payment Code, BigCo has been proactively trying to make our small business suppliers aware of this provision however this has been limited by the difficulty in identifying small business suppliers.

We have been supportive of any small business requests to change their payment terms. Earlier this year the Australian Government introduced the Small Business Identification Tool, which has allowed us to confirm that your business has been classified as a Small Business Supplier.

As a consequence of this information becoming available and identifying that your payment arrangements are currently longer than 30 days from invoice, BigCo has made a decision to align your payment terms with our Supplier Payment Code.

These new payment terms (30 days from invoice) will apply to any new purchase orders raised by BigCo and associated invoices sent by you. Invoices already sent to BigCo will be processed in line with the payment terms that were in place at the time of invoice submission.

If you have any questions regarding this change in payment terms, please forward your enquiry to [procurement@BigCo.com](mailto:procurement@BigCo.com).

I thank you for your continued support of BigCo.

Regards,  
Peter