

DEPARTMENT OF INDUSTRIAL RELATIONS

Labor Commissioner's Office

1515 Clay St Ste 801

Oakland, CA 94612

Tel: (510) 622-5036 • Fax: (510) 622-3257 • www.dir.ca.gov



July 30, 2019

Attn: Chuck Morrison
Orbit USA, LLC
303 VINTAGE PARK DR STE 220
FOSTER CITY CA 94404

Leonardo Valencia
DBA Leo's Janitors Service
510 N 1st St., Ste. #216
San Jose, CA 95112

DEMAND FOR IMMEDIATE PAYMENT:**RE: 521427****Case No.: CM-365823****Amount Due: \$3,856.67**

Dear Sir or Madam:

521427 has a balance due in the amount of **\$3,856.67**. Payment of this amount is currently due.

Therefore, unless full payment is received within ten (10) days from the date of this letter, the matter will be referred for legal action to collect what you owe.

In order to ensure proper credit please include a copy of this letter with the filled out Remittance.

Please make checks payable to the Division of Labor Standards Enforcement or DLSE. Detach the Remittance below and send all future payments to the address listed on the Remittance or process your payment online at <https://www.govone.com/PAYCAL/DIRLCO/OneTimePay>

If you have any questions, please contact me at (510) 622-5036. Thank you for your prompt attention in this matter.

If this matter has been resolved please disregard this letter.

Sincerely,

Handwritten signature of Brian Perry in cursive script.

Deputy Labor Commissioner

Return this page with **check** payment

BOFE/JEU REMITTANCE



CITATION NO.: 521427
CASE NO.: CM-365823
DEMAND LETTER DATE: July 30, 2019
INVOICE AMOUNT: \$ 3,856.67

AMOUNT ENCLOSED \$

IMPORTANT: TO AVOID PROCESSING DELAY OR UNNECESSARY PENALTY
▪ CHECK AMOUNT SHOULD MATCH INVOICE AMOUNT
▪ IF PAYING FOR MULTIPLE ITEMS, PROVIDE LIST OF ITEMS AND AMOUNT TO BE PAID FOR EACH ITEM

DLSE-CCU
2031 HOWE AVE, STE 100
SACRAMENTO, CA 95825

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CM-365823

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