

Inhaltsverzeichnis

Unit	1	The law firm: "Dr Schmidt, Gerber & Partner"	6
Unit	2	Visitors to the law firm	12
Unit	3	Telephoning in business/Making appointments	18
Unit	4	Letter of formal notice.....	27
Unit	5	Debt collection procedure	45
Unit	6	Legal proceedings	56
Unit	7	Legal fees	72