

12 May 2020

Dear Mrs Bridgen-Linton

**Outstanding Invoice: SO9172 & SO9516**

Further to our correspondence of 14<sup>th</sup> April, please find attached copy invoices for your reference.

If our installations were completed to your satisfaction, our terms of settlement are, balance on completion. If I could take this opportunity to point out the terms of our quotation whereby an additional fee of £25.00 will be added, per month should your invoice remain unpaid within 30 days.

As this amount remains due, we would appreciate settlement within the next 7 days.

kind regards

**Jacqueline Jepson**

Associate Director of Administration & Accounting  
CP Interiors