

11 May 2020

Dear Mr Hallam

**Outstanding Invoice: SO9333**

Further to our correspondence of 31<sup>ST</sup> March, please find attached copy invoice for your reference.

If our installation was 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.

If you have made a payment to us over the last few days, please disregard my request. However, 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