

13 May 2020

Dear Mr Edwards

Outstanding Invoice: SO9444

Further to our correspondence of 31st March, please find attached copy invoice for your reference.

If I could remind you that our terms of settlement are on completion/collection and also 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 request settlement within the next 7 days.

With thanks & kind regards

Jacqueline Jepson

Associate Director of Administration & Accounting
CP Interiors