

13th May 20

Dear Mr Davies

Outstanding Invoice: SO9739

Further to our correspondence of 14th April, please find attached copy invoice for your reference.

If our installation was completed to your satisfaction, our terms 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