

09 October 2020

Dear Mrs Lucas

**Outstanding Invoice: SO9821**

Further to our correspondence of 5<sup>th</sup> August, 2020 , 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