

14 October 2020

Dear Mr Freeman

Outstanding Invoice: SO9831

Further to our invoice, emailed to davidfree39@hotmail.com on 29-Jul-20, our records show that this invoice remains outstanding. Please find attached copy 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