

19 November 2020

Dear Ms Cartant

Outstanding Invoice: SO10020

Further to our invoice, emailed to jogoldie@hotmail.com on 25-Sept-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 over the last 2 days, please disregard my request. However, as this amount remains due, settlement is required within the next 7 days.

With thanks & kind regards

Jacqueline Jepson

Head of Accounting
CP Interiors