

**From:** [Accounts](#)  
**To:** [Chloe De La Cloche](#)  
**Cc:** [Matt Ebbrell](#); [Accounts](#)  
**Subject:** RE: Repayment Plan  
**Date:** 08 September 2021 09:48:00  
**Attachments:** [FW Order Confirmation Payment Agreement SO11763 de La Cloche.msg](#)

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Good morning Chloe

Thank you for your email, and please don't worry it's not a problem at all.

If you could have that agreement returned to me at some point today that would be really helpful, thank you.

As per the terms of the agreement, the first payment was due prior to fitting so I will need to trouble you for an interim payment this month, ahead of your standing order in October please.

With thanks & kind regards

*Jacqui*

**Jacqueline Jepson**  
*Head of Finance*  
[jacqui@cpinteriors.je](mailto:jacqui@cpinteriors.je)

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**From:** Chloe De La Cloche <C\_delacloche@hotmail.com>  
**Sent:** 07 September 2021 19:14  
**To:** Jacqui Jepson <Jacqui@cpinteriors.je>  
**Cc:** Matt Ebbrell <m@ttebbrell.co.uk>  
**Subject:** Repayment Plan

Dear Jacqui

Thank you for your email.

I was unaware that we were meant to have signed and returned a copy of the payment plan to you at the time. Please accept my apologies.

I will print it off, sign and return it ASAP and will set up the direct debit starting 1 October.

Sorry again for the misunderstanding.

Chloe

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