

**From:** [Accounts](#)  
**To:** ["Angela Horrell"](#)  
**Cc:** [Accounts; Office](#)  
**Subject:** RE: SO12269 - Horrell  
**Date:** 22 December 2021 09:06:00  
**Attachments:** [image001.png](#)  
[image002.png](#)

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Hello Angela

Thank you for your email & my apologies for the reminder. The appropriate notes weren't entered on your account which meant the notice was generated.

We hope that this issue will be resolved for you in the New Year.

Kind regards

*Jacqui*

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



**DD: 768628**

*Wishing you a very Merry Christmas & A happy & healthy New Year*

**Accounts:** [accounts@cpinteriors.je](mailto:accounts@cpinteriors.je) **Sales:** [sales@cpinteriors.je](mailto:sales@cpinteriors.je) or  
[home@cpinteriors.je](mailto:home@cpinteriors.je) or [admin@cpinteriors.je](mailto:admin@cpinteriors.je) **After Sales:** [office@cpinteriors.je](mailto:office@cpinteriors.je)  
**Shipping Conf:** [deliveries@cpinteriors.je](mailto:deliveries@cpinteriors.je)

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**From:** Angela Horrell <angela.horrelljsy@icloud.com>  
**Sent:** 21 December 2021 16:20  
**To:** Accounts <Accounts@cpinteriors.je>  
**Subject:** Re: SO12269 - Horrell

Dear Accounts

The blinds are creasing at the bottom along the bronze bar. Your team are aware of this as they have been up to see them in situ.

We have organised for the blinds to be removed and made good in the new year.

Once this has been satisfactorily completed I will settle this account.  
I trust that this does not incur the £25.00 charge.

Please make a date for the blinds to be removed.

I looked forward to your reply.

Regards  
Angela Horrell

On 21 Dec 2021, at 12:28, Accounts <[Accounts@cpinteriors.je](mailto:Accounts@cpinteriors.je)> wrote:

### **Outstanding Invoice**

Apologies it seems we had the incorrect email on file. Please could you kindly pay the outstanding balance.

Further to our email, our records show that payment of this invoice hasn't yet been received. Please find copy invoice attached.

If the 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.

If you have made a payment over the last 3 days, please disregard this request. However, as this amount remains due, we would appreciate settlement within the 7 days of this correspondence.

Please note we no longer accept cheques, however if you'd like to pay by card, please call the office on 01534 768141. Alternatively our BACS details are available at the foot of your invoice.

With thanks & kind regards

The Accounts Team

[accounts@cpinteriors.je](mailto:accounts@cpinteriors.je)

