

12 May 2020

Dear Mrs Pople

Outstanding Invoice: SO7844

Further to our most recent correspondence of 20th April, 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.

As this amount remains due, we would respectfully request settlement within seven days.

kind regards

Jacqueline Jepson

Associate Director of Administration & Accounting
CP Interiors