

Dear Sirs,

It has come to our attention that your account is overdue for payment.

We are not aware of any disputes or reason for non-payment, therefore we would respectfully remind you that you have exceeded the trading terms for these outstanding amounts and we would be grateful to receive your remittance as soon as possible.

The details of the outstanding invoices are as follows:

<u>No</u>	<u>Type</u>	<u>Invoice Date</u>	<u>Invoice Ref</u>	<u>Details</u>	<u>Due Date</u>	<u>Overdue by (days)</u>	<u>Amount</u>	<u>Paid</u>	<u>Outstanding</u>
14311	SI	31/07/2018	2012167	Pick and Pack	30/08/2018	15.0	802.02	0.00	802.02
								Total:	<u>802.02</u>