

New Style Dunning Letters



University of Cambridge
Faculty of Education
184 Hills Road
Cambridge
Cambridgeshire
United Kingdom
CB2 8PQ

Hellenic Bookservice
89 Fortess Road
London

01-Apr-2014

Tel: 01223 767618

Dear Sir/Madam,

We write with regard to the invoice(s) detailed below which, according to our records, appears to be outstanding.

Invoice Number	Invoice Date	PO Number	Due Date	Invoice Amount (GBP)	Balance Outstanding (GBP)
JR789168	04-SEP-2013		04-OCT-2013	556.81	556.81
JR789628	10-SEP-2013		10-OCT-2013	417.65	417.65
JR790152	13-SEP-2013		13-OCT-2013	59.97	59.97

Total (GBP)	1,034.43
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Should you have any unresolved problems concerning your account or require any further details, please do not hesitate to contact us immediately.

Please send your payment to this office, electronic payment should be remitted to our bank, see details below. If payment has already been sent please disregard this reminder.

Thank you for giving this matter your urgent attention.

Yours faithfully,

Faculty of Education

Barclays Bank plc. Sort Code: 20-17-19 Account: 10921084
Swift Code: BARCGB22 IBAN: GB74 BARC 2017 1977 1761 66
Remittance advices to: UFS_CM@admin.cam.ac.uk