



Kate Griffiths <viamed.kate.griffiths@gmail.com>

Re: Proforma invoice as requested

1 message

Felix Badoo <f.badoo@centreforsurgery.com>

26 April 2022 at 13:38

To: kate.griffiths@viamed.co.uk, Kate Griffiths <office@viamed.co.uk>, accounts@centreforsurgery.com

Hello Kate,

I have spoken to my boss and I can confirm we are happy to pay £12.00

Thank you.

On 26/04/2022 12:00 Kate Griffiths <office@viamed.co.uk> wrote:

Hi Felix,

Further to our conversation this morning, we are happy to send the goods if you can confirm you are happy to pay the £12. Please see attached information from our accounts team. No internal paperwork was produced as no goods were sent.

Many thanks.

Kind regards

Kate Griffiths

Viamed is now enacting a coronavirus contingency plan to allow sales and admin staff to work from home, and I am now working remotely. Telephone calls to the main office will be answered remotely, but please continue to use email where possible.

<http://www.viamed.co.uk>Email kate.griffiths@viamed.co.uk

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On Tue, 26 Apr 2022 at 11:17, Kate Griffiths <kate.griffiths@viamed.co.uk> wrote:

Good morning Felix,

Thank you for your payment for £126. Unfortunately, the payment of £12 is still outstanding as per my previous email.

Many thanks.

Kind regards

Kate Griffiths

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On Mon, 25 Apr 2022 at 13:46, Kate Griffiths <kate.griffiths@viamed.co.uk> wrote:

Good afternoon Felix,

Further to our telephone conversation earlier today, please see attached proforma invoice.
Please let me know if you require any changes to be made.

Also, from your last order in April 2021 (which was refunded), there is an outstanding amount owed to us of £12. Below is a screenshot of the email my colleague sent to D.Fitouri.

When you pay, **please could you add £12 to the amount?** If you would like to pay by card (we do not accept American Express), please let me know and I can arrange this.

Zoey Teal <office@viamed.co.uk>
to d.fitouri ▾

☞ Mon, 19 Apr 2021, 14:28

Hello Diane,

Accounts have just informed me that the payment we received from yourselves was for £384.00.

The proforma total was £396.00.

We have refunded the full proforma amount of £396.00 so please can the remaining £12.00 be added when you place your next order?

If you have any further queries, please do not hesitate to contact me.

Kind regards

Zoey Teal

Please let me know if you require any further assistance.

Many thanks.

Kind regards

Kate Griffiths

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Regards

Felix Badoo

Finance and Admin. Department.

E: f.badoo@centreforsurgery.com

W: <https://centreforsurgery.com>



Centre for Surgery is a trading name of M Sarwar Limited

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