

Letter Of Claim dated September 9th, 2016

Mrs S Schreiter
18 Richmond Park Road
LONDON
SW14 8JT

Dear Mrs Schreiter

Ref: S28453 - New stair runners at 18 Richmond Park Road

As it has not been possible to resolve this matter amicably and it is apparent that court action may be necessary, we write in compliance with the Practice Direction on Pre-Action Conduct.

The facts of the dispute are that you, the customer, refuse to pay the Balance Outstanding because of Alleged and Perceived damage to some of the treads on both staircases.

From you we are claiming the balance of £800.00 due on our Invoice Nr 042960 dated September 1st, 2016. We have calculated this sum by deducting the Payment On Account of £800.00 (paid to us on June 4th, 2016) from the Invoice (Nr 042960) value of £1,600.00. No interest has been charged on this outstanding amount and therefore none is accruing.

Listed below are the documents on which we intend to rely in our claim against you:

- i) Our Estimate dated June 4th, 2016
- ii) Our Invoice dated September 1st, 2016

The money can be paid by cheque, cash, credit card at our Sheen Shop (299 Upper Richmond West, LONDON SW14 8QS) or by bank transfer (NATWEST - Acc Name: Mr Carpet Ltd - Sort Code: 60-21-10 - Acc Nr 51001837).

You can contact us to discuss possible repayment options. In the first instance, contact should be made with Mr Richard Clough (Manager Sheen Shop) on 020-8876-9126.

Free independent advice and assistance can be obtained from organisations such as the National Debtline (0808 808 4000) or Community Legal Advice (0845 345 4345).

We can confirm that we would be agreeable to mediation and would consider any other system of Alternative Dispute Resolution (ADR) in order to avoid the need for this matter to be resolved by the courts. We would invite you to put forward any proposals in this regard.

In closing, we would draw your attention to paragraphs 15 and 16 of the Practice Direction which gives the courts the power to impose sanctions on the parties if they fail to comply with the direction including failing to respond to this letter before claim.

We look forward to hearing from you within the next 28 days.

Should we not receive a response to this letter within this time frame then we anticipate that court action will be commenced with no further reference to you.

We attach an Information Sheet and Reply Form - the latter should be returned to:
Mr Carpet Ltd
FAO Mr David Guyan, Managing Director
Unit 32 Stadium Studios
Riverside Road
LONDON
SW 17 0BA

Yours sincerely

p.p. David Guyan
Managing Director
Mr Carpet Ltd

Attachments: Annex 1 - Information Sheet
 Annex 1 - Reply Form
 Annex 2 - Statement of Means