

Shoreham Pre-School,

Swiss Gardens,

Shoreham-By-Sea,

## West Sussex,

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**Invoice for Late Collection**

A charge of £………… is being made for the late collection of …………………………………………………………. on ………………………………………………………….. 2017, this is in accordance with the Shoreham Pre-School Policy “Procedure for a child not being collected”. A copy of which is attached.

This payment is due within 7 days of receipt of this invoice.

Regards

Shoreham Pre-School