 Shoreham Pre-School,

 Swiss Gardens,

 Shoreham-By-Sea,

##  West Sussex,

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 01273 441026

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 [www.shorehampreschool.co.uk](http://www.shorehampreschool.co.uk)

**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