INVOICE CAL-270301-01

LATE / first contact

2027-03-01 / Nina Solis → Ruth Amadi

Maren House — invoice CAL-270301-01

Hi Ruth,

Following today's kickoff and agreement of the evidence plan, attached is CAL-270301-01 for milestone M1: £7,200 net plus £1,440 illustrative VAT, £8,640 total, due 15 March. The allocation matches the agreed scope.

Please confirm the reference is correct for your finance process and let me know if anything needs clarification. Payment arrangements should use the approved finance channel.

Nina

2027-03-16 / Nina Solis → Ruth Amadi

Checking invoice CAL-270301-01

Hi Ruth,

Our reconciliation this morning has not matched a payment to CAL-270301-01, which was due yesterday. The outstanding amount is £8,640 including the illustrative VAT amount.

Could you confirm it is in your payment queue, or share the payment date/reference if it has already been paid? I have attached the invoice again for convenience. Please flag any query so we can resolve it.

Nina

First reminder checks facts and offers an easy correction route.

INVOICE CAL-270301-01

LATE / date promised

2027-03-22 / Nina Solis → Ruth Amadi

Payment timing for CAL-270301-01

Hi Ruth,

Following my 16 March note, the reconciled balance on CAL-270301-01 remains £8,640. I have not recorded a dispute or a confirmed payment date.

Could you let me know by 23 March when payment is expected, or whether another finance contact needs the invoice? If there is a query, please send the specific item so we can address it.

Nina

A subsequent reminder asks for a concrete date without inventing fees or escalating a nonexistent dispute.

2027-03-23 / Ruth Amadi → Nina Solis

Re: Payment timing for CAL-270301-01

Hi Nina,

The invoice is approved in our payment queue. We expect to release £8,640 on 24 March. I will send the remittance reference after release.

Ruth

A promise and a payment-queue status do not prove receipt.

2027-03-23 / Nina Solis → Ruth Amadi

Re: Payment timing for CAL-270301-01

Hi Ruth,

Thank you. I have noted 24 March as the expected payment date for CAL-270301-01. I will check for the matching receipt and confirm once reconciled.

Please let me know if that date changes.

Nina

Acknowledge the promise without issuing a premature receipt.

INVOICE CAL-270301-01

LATE / promise missed, then paid

2027-03-25 / Nina Solis → Ruth Amadi

CAL-270301-01 — checking the promised payment

Hi Ruth,

You expected payment on 24 March. As of this morning, we have not matched a receipt to CAL-270301-01, so our recorded balance is still £8,640.

Has the payment been released? If so, please share its date and reference so we can trace it. If the timing has moved, please confirm the revised date. I will update the record once the funds are reconciled.

Nina

Refer to the agreed date and the actual reconciliation cutoff. Allow for a payment in transit.

2027-03-30 / Nina Solis → Ruth Amadi

Receipt confirmed — CAL-270301-01

Hi Ruth,

We have now matched the £8,640 receipt dated 30 March to CAL-270301-01. The balance on this invoice is £0. Attached is the corresponding illustrative receipt.

Thank you for your help. This closes M1’s payment record; it does not confirm payment of later engagement invoices.

Nina

A receipt is issued only after the synthetic ledger records cleared, matched funds.

INVOICE CAL-270301-01

DISPUTE / alternative branch

2027-03-16 / Ruth Amadi → Nina Solis

Query on CAL-270301-01 — second workshop

Hi Nina,

In this version of the engagement, the second workshop on 10 March was replaced by written input. Owen has asked us to query £1,200 net of the discovery allocation before payment.

Could you check that against the scope and confirm the amount due? We are not treating this message as an agreed reduction.

Ruth

Alternate DISPUTE branch replaces the primary workshop record; do not combine it with the late-payment branch.

2027-03-17 / Nina Solis → Ruth Amadi

Re: Query on CAL-270301-01 — second workshop

Hi Ruth,

Thank you for identifying the item. I have recorded the query for £1,200 net (£1,440 including illustrative VAT) and paused routine reminders on that disputed portion while Owen and I review the workshop record.

The invoice has not yet been changed. I will confirm the agreed treatment by 19 March and send a credit note if a reduction is approved. Please keep any payment reference separate from the query so we can reconcile both correctly.

Nina

Acknowledge and investigate; do not insist that a disputed balance has been settled or erase the original invoice.

INVOICE CAL-270301-01

DISPUTE / agreed credit and receipt

2027-03-19 / Nina Solis → Ruth Amadi

Credit confirmed — CAL-CN-270319-01

Hi Ruth,

Owen and I have agreed change CR-D1 for the workshop substitution in this branch. Attached is credit note CAL-CN-270319-01: £1,200 net plus £240 illustrative VAT, £1,440 total.

Applied to CAL-270301-01, it leaves £7,200 gross to pay. The agreed engagement fee in this branch is now £16,800 net; later milestone allocations remain unchanged. Please arrange the remaining payment for 23 March as agreed in today's resolution note.

Nina

Credit reduces the amount due; it is not cash received. The branch-specific total fee is also reconciled.

2027-03-23 / Nina Solis → Ruth Amadi

Query resolved and receipt confirmed — CAL-270301-01

Hi Ruth,

The £7,200 receipt dated 23 March has been matched. Together with the £1,440 credit note, it clears the original £8,640 invoice. The remaining balance is £0.

Attached is the resolution receipt showing the original invoice, credit and payment separately. No late fee or interest has been added.

Nina

Close only when both the approved credit and matched receipt reconcile the original charge.