A NOTE FROM THE STUDIO

Considered work. A clear next step.

Thank you for inviting us to shape the next chapter of Varenne House. This pack sets out the agreed December retainer for design stewardship. The monthly review and advisory sessions will keep decisions moving with clarity.

PREPARED FOR

Varenne House

Varenne House — December studio retainer

Elowen Studio

The invoice and payment details follow on the next page.

DRAFT INVOICE

The detail.

Varenne House — December studio retainer

INVOICE	ISSUED	DUE	CURRENCY
DEMO-ELO-26-004	17 November 2026	1 December 2026	GBP

BILL TO

Varenne House

8 Sample Court
London · United Kingdom
Rowan Blake

Elowen Studio

12 Example Square
London · United Kingdom

VAT registration: GB DEMO 000
accounts@elowen.example

DESCRIPTION	QTY	RATE	NET	TAX %	TAX
Studio retainer · 1–31 December 2026. Design stewardship, one monthly review and up to two advisory sessions.	1	£2,800.00	£2,800.00	20%	£560.00

PAYMENT

Payment due within 14 days of issue.

Illustrative review copy — no payment account supplied.

Subtotal	£2,800.00
Tax	£560.00
Invoice total	£3,360.00
Paid	£0.00
Outstanding balance	£3,360.00

Fictional design reference. Draft only; not a payment request. Amounts and tax are illustrative fixture data.