



---

University of Warwick Science Park, Venture Centre, Sir William Lyons Road, Coventry CV4 7EZ

Website: [www.micropathology.com](http://www.micropathology.com) E-mail: [info@micropathology.com](mailto:info@micropathology.com)

To all our Client Laboratories and directorates

August 2018

## Unpaid invoices

We are pleased to be able to provide a rapid diagnostic service for infection to most of the hospitals in the UK and Ireland and all the private laboratories .

In July this year when we carried out an audit of outstanding payment it became apparent that we were owed more than £300,000 from our hospital clients, much of this over 3 months outstanding.

This situation is incompatible with our continued rapid diagnostic service for infection and development of new methods.

We have sent out many copies of outstanding invoices. Many of you make considerable effort to pay us in good time and for this we are very much obliged .

I write to ask that you acknowledge safe receipt of this letter by e mail, to this address [info@micropathology.com](mailto:info@micropathology.com) with the following information :

- 1 Please will you check and ensure that your e mail states the individual within your laboratory /directorate responsible for our invoice payments. We must be sure we are addressing correctly.
- 2 Please let us know the current Finance dept with full address that we may send copy invoices.
- 3 Please check that any **Purchase Order Number** information that you have/will send us is up to date.

Please note that from August 2018, our terms of business remain as before, payment of all invoices within 30 working days (6 weeks to be helpful) of the invoice date.

**In future and from August 2018 late payment after this time will automatically create a 25% surcharge applied to your next invoice .**

We are very sorry to have to insist on these credit limits but the payments presently outstanding make this essential. Clearly we require sensible business rules of payment associated with your requests to our holding our prices for all clients for the last 5 years.

Yours sincerely

Professor Colin Fink Medical Director