Dear Client,  
  
Following on from our earlier discussion please find the relevant information below.  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Rate Card As Per *Date*

*Calculation*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
TOTAL =£ *Amount*

based on the above the balance is *£ Amount.* During our earlier discussion  there seemed to be some confusion;  I would just like to clarify that based on this email the amount above is correct.

If you need further clarification please refer to the MSA, and SOW documentation, and the previous estimate and invoices .

Please confirm.

Kind Regards,

Clarissa Riordan.   
Administrative Services, Razormind.

"Razormind" is a trading name of Razormind Limited.

This Company is registered in the UK under company number 08097903.

Registered office: 7 Drayfields, Manchester, M437ET.