



Russell & Co.

Chartered Accountants

Ref://SAILDESIGN

Station House
Station Approach
East Horsley
Surrey KT24 6QX
Tel: 0800 9882676
01483 285304
Fax: 01483 281297
E-mail: admin@russellco.co.uk
Web: www.russellco.co.uk

Mr P Lisewski
Cloudsoft Ltd
2nd Floor
40D Gledstanes Road
Barons Court
London W14 9HU

16 February 2011

Dear Paul

We are enclosing our annual invoice for the inclusive service providing comprehensive cover of all items requiring attention at Companies House for your Company.

Our services in these matters include any and all of the following items. They are all automatically monitored and dealt with for you.

1. Completion and online filing of the Company annual return form.
2. Payment to Companies House the annual filing fee.
3. Filing of annual accounts including dormant Companies.
4. Registered Office fee for year if appropriate.
5. Maintain Company share register.
6. Prepare statutory AGM minutes for signature.
7. Prepare periodic dividend vouchers if required.
8. Prepare share certificates if required.
9. Complete documentation for any changes during year and filing.

This is a service taken up each year by virtually every one of our clients. If, on the other hand you wish to deal with all of these matters yourself then simply return our enclosed invoice and it will be automatically credited.

If you have any queries or questions please do not hesitate to contact us.

Yours sincerely

Andy Russell

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W14 9HU

Invoice No.	3243
Invoice/Tax Date	11/02/2011
Order No.	
Account No.	S47

To:	Professional Services	Nett	VAT
COMPANY ANNUAL FILING /ADMIN FEE			
Annual fee is respect of all Company secretarial matters, specifically those dealing with electronic filing of Returns, forms, accounts etc and other matters to keep statutory affairs up to date		87.50	17.50
		Total Nett	87.50
		Carriage	
		VAT	17.50
		Total	105.00