



Russell & Co.

Chartered Accountants

Incorporating Rochman Goodmans Chartered Accountants

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Our Ref: AR/ME/3172AP

Cloudsoft Limited
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Barons Court
London
W14 9HU

5 February 2015

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

This is a service taken up each year by the majority 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