

17d

Late payment

Laws & Cruffe

MEMO Laws & Cruffe Consultants

L&C

*invoice +
LC/00875,
£9,350,
7 February*

From: L Godin, Senior Partner
To: J da Silva, Financial Controller
Date: 9 April
Re: Nuff Productions

Dear J,

I see from our records that Nuff Productions have an overdue bill. The invoice was LC/00875 for £9,350 issued on February 7: we designed and installed a new computerised accounting system for them. They are a new company and look very promising, so I don't want to just send out a standard letter. Can you give them a ring and find out what the problem is? It's important to make sure that they realise that we will bill them for interest at 1.8% per month after thirty days (it's in the contract). Try to speak to somebody in the Finance Dept. We really do want payment as soon as possible. If they can't raise all the money now, try at least to get some of it immediately plus a commitment to future payments. If you can't get an agreement tell me and I'll call their MD personally.

Yours,

Louis Godin

Louis Godin

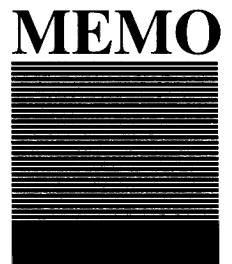
Meeting fixed up with P Saam - their Financial Officer - for next Tuesday, April 15th in their offices

Nuff Productions

nuff
PRODUCTIONS

Video Production Company

From: H Lox, Head of Operations and Finance
To: P Saam, Financial Officer
Date: 10 April
Re: Laws & Cruffe (Management Consultants)



Dear P,

I just received a phone call from Laws & Cruffe, the consultancy we used last year to help us with the accounting systems. We still haven't paid the bill and they say they're going to charge us interest on it at 1.8% per month, which is crazy. Cash flow is not good at the moment, as you know. We've had plenty of work since we started up last year, but payments have been slow coming in. We're still waiting to be paid for the government contract and the work we did for the EU. See if you can get an extension on this bill, say until the end of May, but without any interest payments. If absolutely necessary we could pay £5,000 now and the rest at the end of May or in early June.

Thanks,

Harriet Lox

Harriet Lox

Meeting fixed up with J da Silva - Financial Controller at L&C for Tuesday April 15th at 10am in our new offices

Late payment

Worksheet

17d

ACTIVITY

Groupwork and pairwork: reading, speaking

AIM

To act out a meeting between a creditor and a late payer.

GRAMMAR AND FUNCTIONS

Talking about money and payments

VOCABULARY

overdue, a bill/to bill, invoice, install, interest, to raise money, MD (Managing Director), accounting system, to charge someone, extension

PREPARATION

Make one copy of the worksheet for each pair of students and cut it up as indicated.

TIME

10-20 minutes

PROCEDURE

- 1 Write the following words on the board:
invoice, overdue, extension, interest
- 2 Ask the students what situations might be associated with the four words.
- 3 Tell them they are going to act out a meeting concerned with late payment of a bill.
- 4 Divide the class into two equal sized groups: *L & C Consultants* and *Nuff Productions*.
- 5 Give out the appropriate sections of Worksheet 17d to students in each group.
- 6 Allow 5 minutes for them to read the memos, check vocabulary and discuss with each other what they need to say.
- 7 Divide the class into pairs of students, each consisting of a member of the *L & C Consultants* group and a member of the *Nuff Productions* group.
- 8 Write the following dialogue on the board:
Come in. _____ for finding the time to come and see us.
Not at all. Shall we _____ ?
- 9 Ask what words are missing from the gaps (*Thank you, begin*).
- 10 Suggest that the students use this exchange to begin the meeting.
- 11 Allow 5-10 minutes for them to act out the conversation.
- 12 When most of the conversations have finished, ask a few pairs what the result of their conversation was.

FOLLOW-UP

Students, representing either of the companies in the role play or their own company, write a fax to a customer whose bill is overdue: invoice number - GT/A/00986, for £2,500 issued 60 days ago.