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**From:** Adam Voce <[adam@g-cv.com](mailto:adam@g-cv.com)>

**Sent:** 22 August 2019 13:10

**To:** Adam Voce <[adam@g-cv.com](mailto:adam@g-cv.com)>; Ryan Meli <[ryan@versaaccountants.co.uk](mailto:ryan@versaaccountants.co.uk)>; Aubrey Hayward <[aubrey.hayward@ransquawk.com](mailto:aubrey.hayward@ransquawk.com)>; George Eaton-Busfield <[george@g-cv.com](mailto:george@g-cv.com)>; Albie Turner <[albie@versaaccountants.co.uk](mailto:albie@versaaccountants.co.uk)>; Alec Baughan <[alec.baughan@ransquawk.com](mailto:alec.baughan@ransquawk.com)>

**Subject:** RE: Billing Run

Aubrey / Ryan,

We also need to send an email to all clients to update them of the bank change and plus will need to update the invoices for the billing run with the new details on the invoices.

Also need duplicate invoices with the new details going out to all debtors as per the latest updated debtors list that Ryan has as of 3 days ago.

Aubrey – could you draft a short email accordingly? And provide the billing run details please?

Ryan – could you please update the invoice details for the billing run Aubrey provides, and ensure the invoices for all the debtors as per latest list also are updated and sent out with billing run asap.?

Aubrey – please also make sure all staff are aware of banking updates so can handle / direct any queries that come in.

I will forward the bank details in a separate email shortly.

Adam

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**From:** Adam Voce <[adam@g-cv.com](mailto:adam@g-cv.com)>

**Sent:** 22 August 2019 12:39

**To:** Ryan Meli <[ryan@versaaccountants.co.uk](mailto:ryan@versaaccountants.co.uk)>; Aubrey Hayward <[aubrey.hayward@ransquawk.com](mailto:aubrey.hayward@ransquawk.com)>  
**Cc:** Adam Voce <[adam@g-cv.com](mailto:adam@g-cv.com)>; George Eaton-Busfield <[george@g-cv.com](mailto:george@g-cv.com)>; Albie Turner <[albie@versaaccountants.co.uk](mailto:albie@versaaccountants.co.uk)>  
**Subject:** RE: Billing Run

Hi Aubrey, Ryan,

Aubrey - We do have bank Accounts to replace Metrobank so please can you ensure that we have the billing run details to send out today ideally?

Thanks

Adam

**From:** Aubrey Hayward <[aubrey.hayward@ransquawk.com](mailto:aubrey.hayward@ransquawk.com)>  
**Sent:** 21 August 2019 13:20  
**To:** Ryan Meli <[ryan@versaaccountants.co.uk](mailto:ryan@versaaccountants.co.uk)>  
**Subject:** Re: Billing Run

Hi Ryan

Well we don't have a bank account to replace MetroBank so thus far largely irrelevant no?

Aubrey






On Wed, 21 Aug 2019 at 12:39, Ryan Meli <[ryan@versaaccountants.co.uk](mailto:ryan@versaaccountants.co.uk)> wrote:

Hi Aubrey,

I hope you are well.

In Alec's absence has there been someone else instructed to prepare the billing run for September?

Thanks,

		<b>Ryan Meli</b> Trainee Accountant
		<b>Versa Accountants</b> <b>Head Office</b> 99-101 Kingsland Road, London, E2 8AG <b>Essex Office</b> Suite 18 Essex House, Upminster, Essex, RM14 2SJ
		<b>Email:</b> <a href="mailto:ryan@versaaccountants.co.uk">ryan@versaaccountants.co.uk</a>
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