Aldermoor Building Controls Ltd

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CREDIT NOTE

CN-2026-0118
Issued 04 August 2026

ISSUED AGAINST INVOICE	ORIGINAL INVOICE TOTAL	TOTAL CREDITED
INV-2026-0742	**£24,860.40**	**− £2,197.20**
Dated 12 June 2026 · P.O. TFM-PO-88213	Part paid — balance overdue since 12 July 2026	Partial credit

CREDIT TO

Trelawney Facilities Management Ltd
Attn: Ms. Priya Raghavan, Accounts Payable
The Old Sorting House, 22 Redcliffe Way
Bristol BS1 6NL
United Kingdom

ap@trelawney-fm.example
VAT GB 771 9043 21

ACCOUNT

Customer no. **TRE-00418**
Account manager: Daniel Okafor

Framework agreement AFM/2024/09 — 30-day terms, consolidated monthly statement.

DETAILS

Credit note no.	**CN-2026-0118**
Date	**04 August 2026**
Currency	**GBP**
Tax point	**04 August 2026**
RMA	**RMA-4471**

REASON · RET-02

Returned goods, pricing correction and service allowance — Twelve unopened wall sensors were returned following a change in the client's specification, forty controller units were invoiced at list price rather than the agreed framework rate, a site survey fee appeared twice on the original invoice, and a goodwill allowance has been agreed for the two-week delay in commissioning the Bristol site.

Approved by Helen Marsh, Head of Commercial on 31 July 2026 · Case CS-19042

#	CREDITED ITEM	QTY	UNIT PRICE	VAT	CREDIT
1	**Aeris A2 wall sensor — returned unopened** Returned to Reading warehouse 28 July 2026, inspected and restocked Goods returned · RMA-4471	12 Units	£84.00	20%	− £1,008.00
2	**Price correction — AC-500 zone controllers** Invoiced at £68.00 list; framework rate AFM/2024/09 is £62.00 — £6.00 × 40 units Contract rate applied	40 Units	£6.00	20%	− £240.00
3	**Pre-installation site survey fee** Charged on lines 4 and 11 of the original invoice — duplicate removed Duplicate line	1	£450.00	20%	− £450.00

#	CREDITED ITEM	QTY	UNIT PRICE	VAT	CREDIT
4	**Goodwill allowance — delayed commissioning** Agreed with H. Marsh, 31 July 2026, for a two-week delay at the Redcliffe site Service credit	1	£175.00	20%	− £175.00

EFFECT ON THE ORIGINAL INVOICE

MOVEMENT	AMOUNT
Invoice INV-2026-0742 as issued	£24,860.40
Payments received to date	− £10,000.00
This credit note CN-2026-0118	− £2,197.20
Revised balance payable on INV-2026-0742	**£12,663.20**

Please settle the revised balance by 18 August 2026. Quote both the invoice and credit note numbers with your remittance.

Net credit	− £1,873.00
VAT reversed (20%)	− £374.60
Restocking charge retained (5% of returned goods)	+ £50.40
Total credit	**− £2,197.20**

Two thousand one hundred and ninety-seven pounds and twenty pence

HOW THIS CREDIT IS SETTLED

Refund by bank transfer — £2,197.20 will be returned to the account below within 5 working days.

Account name	**Trelawney Facilities Management Ltd**
Sort code	**20-45-77**
Account no.	**40118256**
Reference	**CN-2026-0118**

NOTES

This credit note reduces the VAT you may reclaim on invoice INV-2026-0742 by £374.60. Please adjust your purchase ledger accordingly in the period covering the tax point shown above.

Returns: The forty AC-500 controllers are unaffected and remain on site. No further returns are due; RMA-4471 is now closed.

ISSUED BY

Helen Marsh
Head of Commercial · Aldermoor Building Controls Ltd

Authorised signatory

Aldermoor Building Controls Ltd · Registered in England & Wales no. 07214468 · Retain this credit note with invoice INV-2026-0742 for your VAT records.