



Boyd & Lloyd Pension Scheme  
Pension Practitioner  
48 Chorley New Road,  
Bolton,  
BL1 4AP

**Industrial Property Specialists**  
Manor Lodge, Manor Grove,  
Mangotsfield, Bristol BS16 9LF  
Telephone: 0117 956 6650 Fax: 0117 904 0034

25<sup>th</sup> May 2018

Dear Sirs,

**REF : UNPAID SERVICE CHARGE INVOICES.**

You oversee the Boyd & Lloyd Pension Scheme who own a unit on Douglas Road Industrial Park which I manage.

There is an annual service charge payable in respect of their unit and I note that you settled their charge for the 2017 – 2018 year but I have now also gone back through the previous year's figures and the following is still outstanding :

16/08/16 Inv No. 226 £352.81

This may have 'fallen between two stools' when the Fund switched from Curtis Bank to yourselves.

This does now need to be settled so please either make a cheque payable to 'Douglas Road Mngmnt Co Ltd' and send it to me or a direct payment can be made to the Management Bank Account :

NatWest  
Acc Name : Douglas Road Management Ltd  
Acc No. : 89579046  
New Sort Code : 52-10-05

Pease contact me urgently to confirm this will be attended to,

Yours sincerely

Rae A. Elson.

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