

**From:** [ReneForest@acme.com](mailto:ReneForest@acme.com)

**Subject:** Invoice Accuracy

**Date:** April 3 ,2018 at 4:37 pm

**To:** [cust\\_accts@acme.com](mailto:cust_accts@acme.com)

Dear Customer Billing Staff,

We have seen some irregularities in our customer billing system. Be sure to check the invoices for the right number of hours (minimum 15 minutes) and the right charge. We all want to make money but we don't want to overbill our clients.

Best regards,

René

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René Forest  
CFO – Acme Accounting Services