
From: Jane Douglas <support@flippa.com>
Sent: Thursday, September 25, 2025 11:09 AM
To: I **Our CFO**
Subject: FWD: The Wharton Business School Payment for Robert Reynolds

Greetings, Account Payable/Accounting Team,

Following the request of I **Our CEO**, I have enclosed the pending invoice. The following correspondence reflects our previous conversations regarding this issue. A delinquent balance has been outstanding for an extended period, and your swift resolution of this matter would be greatly appreciated. I kindly request that you prioritize this payment and process it at your earliest convenience.

Thank you.

Jane Douglas
Accountant, CPA
Email: jane@whartonschool.info

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message that has been forwarded:

From: **Our CEO**
Sent: 11:59 A.M. on Thursday, August 14, 2025
Jane Douglas <jane@whartonschool.info>
Subject: The Wharton Business School Payment for Robert Reynolds

Hello, Jane.

I have reviewed and authorized the invoice for payment, and I have also been notified that the payment is overdue in my portal. I apologize for the oversight. During the registration process, I specified **Our CFO's Email address** as the billing contact. It would be highly appreciated if you could forward the outstanding invoice to them for prompt action. This will allow us to process the payment quickly and resolve this matter today.

Thank you.

CEO Name

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message that has been forwarded:

From: Jane Douglas <jane@whartonschool.info>
Sent: 10:56 A.M. on Thursday, August 14, 2025
To: **CEO - this was never sent to nor received by our CEO**
Subject: The Wharton Business School Payment for Robert Reynolds

Hello, I **CEO's First Name**

This is a reminder regarding the outstanding payment for The Wharton Business School invoice which has surpassed 60 days of being overdue. Our community holds your support in high regard. We would appreciate it if you could resolve this issue promptly to avoid any potential interruption of services. Late fees have been building up since May 30. If you need assistance, please do not hesitate to contact us.

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Thank you,
Jane Douglas
Accountant, CPA.

E-mail: jane@whartonschool.info

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