

From: [REDACTED]
Subject: Re: 2AcceptancePaperwork_INTERN_TT
Date: February 14, 2016 at 7:15 PM
To: Alouatta Business alouatta.sanctuary@gmail.com

AM

Hi Seth,

Not yet, actually. Considering how few people we have at the Sanctuary, we haven't had time to print it yet. I was referring to the attached document. Page nine explains how much the program will cost (i.e. yes, it's an invoice) and also has all the policies on it (which are not complete, for your information). I don't know it is irrelevant considering it is my *contract*.

Not a problem. I have yet to see the invoice you sent [REDACTED] but please make sure the policies are updated and clear on the invoice she has.

Thank you again,
[REDACTED]



On Feb 14, 2016, at 12:56 AM, Alouatta Business <alouatta.sanctuary@gmail.com> wrote:

[REDACTED]
I'm not sure what you are asking for? Page 9 was a prospective invoice. [REDACTED] has an updated receipt that reflects your payment and should have given it to you by now. The invoice in your acceptance paperwork didn't ever state your dates of participation. Rather it just showed how much you owed and potential due dates. This is irrelevant now that we adjusted things and you have made payment and received a receipt.

Best Regards,

Seth Hopkins

On Feb 13, 2016, at 5:00 PM, [REDACTED] wrote:

Hi again,

Could I have my internship paperwork updated? Especially the last page (page 9) to reflect my current dates in the program.

Thank you,
[REDACTED]

On Dec 15, 2015, at 6:48 PM, Alouatta Business <alouatta.sanctuary@gmail.com> wrote:

<2AcceptancePaperwork_INTERN_TT.pdf>

Congratulations! We would like to offer you a position in the Alouatta Sanctuary Internship Program. This position will take place between April 1, 2015 and May 31, 2016. You will find your official acceptance paperwork attached with a preliminary invoice on the last page. Please let us know as soon as you are able whether you would like to accept this offer, so that we may inform alternate candidates within a reasonable time frame. Once we have confirmation that the proposed dates will work for you, we will forward you an official invoice with payment instructions. Please note that a deposit is necessary to hold your position in the program, and that this deposit will be due two weeks from the date of your acceptance. If we can answer any questions to aid in your decision, do not hesitate to ask.

We look forward to working with you!
Alouatta Sanctuary Staff