**EXHIBIT C**

**EXAMPLE OF EMAIL DOCUMENATION**

Dear [Project Manager],

For the fiscal year end accrual purposes, project accounting will need an estimate of the payment amount on for all current vendors who will be completing work before the end of the fiscal year (August 31, 20XX) but will not be submitting an invoice prior to September 1, 20XX. Please contact the vendors for your projects to obtain accrual amounts and return the information to me no later than August 15, 20XX.  Please note these estimates should be based on work performed per month, so you may have more than one estimate for a project. Attached is a list of vendors for each active project.

Thank you,

Project accounting

Project # XXX-XXX

Vendor: Linbeck Group

Vendor: Overland

Project # XXX-XXXX

Vendor: JT Vaughn