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Subject: STARZ Conference and EBOLA contract amendment
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Good morning Mr. Olivarez!

I just wanted to give you a quick update with regards to the STARZ Conference that is scheduled for July 6th. I will be initiating the beginning stages of the amendment process this afternoon to add the \$31,500 to your current EBOLA contract to support this conference. I am also going to include extending your contract term in this same amendment as well.

As you may or may not know, there are several steps to the amendment process that must occur prior to it actually being available for your signature in eGrants. As I work through these steps, I will send updates to you to help keep you aware of the status of the amendment. I will try to push it through as fast as I possibly can as well.

If you should have any questions with regards to this amendment, please do not hesitate to get in contact with me.

Have a wonderful Tuesday!

Deserie Burrell

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