

August 14, 2018

via email

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Over three months ago our consultant, [REDACTED] worked with you and your team on the oral presentation to [REDACTED]. [REDACTED] subsequently won that work, yet ProKo Consulting has not yet been paid for [REDACTED] work.

[REDACTED] completed her work for [REDACTED] on May 4, 2018.

ProKo submitted our invoice on May 16, which was due on June 16. **This invoice is now 60 days past due.**

I'd like to reiterate for you our agreed-upon terms to ensure we are properly paid for the services that [REDACTED] completed. Copies of our relevant emails referring to this work are attached for your review, as well as the original email with the invoice.

According to these emails, we agreed that...

- [REDACTED] would work with your team in [REDACTED] to prepare for and co-present at the orals
- This work would occur over two weeks, April 23-May 4, 2018
- ProKo Consulting would be paid \$[REDACTED]/hour for [REDACTED]'s services and HR-related subject matter expertise
- Due to the short timeframe, we agreed to have [REDACTED] start the work while we worked on the formal services agreement. As you are well aware, that formal contract was never completed, nor were you able to get a purchase order set up for the work.

You have never disputed that [REDACTED] did good work, indeed, you considered hiring her to be on the subsequent project team for [REDACTED].

Should payment not be received within by Friday, by August 24, we intend to pursue legal action for collection.

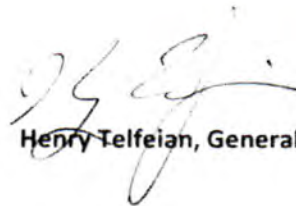
Please contact our controller, [REDACTED] for ACH information. She can be reached by phone at (415) [REDACTED] or via email at [REDACTED]@prokoconsulting.com.

Our attorney, who has co-signed below, can be reached at [REDACTED] if you have further questions.

Sincerely,



Liz Steblay, Managing Officer



Henry Telfeian, General Counsel

cc:

[REDACTED], controller for ProKo Consulting

[REDACTED], assistant to [REDACTED]

[REDACTED] General Counsel

