



Intercompany Business Sharing Form

Accounting



Customer Name: UAE Ministry of Cabinet Affairs and the Future,
Public Diplomacy Office

Lead Office	
Name	Michael Hartt
Location	London
General Information	

	Referring Office	Receiving Office
Counselor Contact Information		
Name	Michael Hartt	Michael Steavenson
Location	London	NY
Assistant Contact Information		
Name	Louise McHenry	Caitlin Teahan
Location	London	NY
Financial Contact Information		
Name	Lawrence Cameron	Joe Harris
Location	London	STL
Project #	401088	502131

Project Information

Work Type: Media Relations Training and Analysis

Project Description (please provide 2-3 sentence description of the project and work to be performed)
U.S. media relations activity for the Emirates Mars Mission milestone of Mars Orbital Insertion in February 2021.

Project Duration 0-3 months

Start Date: 15 January 2021

End Date: 28 February 2021

Billing Terms

Currency: USD - US Dollar

Type: Project

Prebill Allowed: Yes No

Budget 20,000

Fee: Total Month or Project Duration

OOPs: 0 Month or Project Duration

Billing Rates: See attached

Special Billing Requirements (ie: discounts, activity summaries, grids, local mandatory taxes, other special arrangements)

Invoice Due Date: _____
Contract Enclosed Yes No

P.O. Number _____

Signature: Michael M Hartt
(Referring Office Representative)

Signature: Mike Steavenson
(Receiving Office Representative)