Month XX, XXXX

Dubs Husky

1234 Memorial Way

Seattle, Washington 98195

Dear [Guest Name],

We are pleased to invite you to be a [guest lecturer, performer, etc.] for [name and date of event]. To show our appreciation we would like to offer you an honorarium of $[Amount of payment].

Your payment will be handled by the University of Washington Administrative Support Team (teamcas@uw.edu). In the coming days, you will receive an email from them with a link and instructions to complete a form via DocuSign. The secure form is an essential step needed to collect information needed for payment (e.g. legal name, tax ID, mailing address, etc.) Rest assured this information is collected only for the purpose of issuing payment.

If you are not a US citizen or reside outside of the United States, AST will reach out again for any additional paperwork based on your DocuSign submission.

Payment will be issued via check, and current processing time (not including USPS delivery time) is running about three to five weeks after your completed DocuSign response is received.

If you have any questions or concerns, please let me know.

Sincerely,

[Name of UW Employee]

THE NEXT PAGE IS HOW TO USE THE TEMPLATE – DELETE THAT PAGE BEFORE SENDING

Editing this document in the application instead of the web version works best. You will need two fonts, Uni Sans and Open Sans. If you do not currently have these fonts on your computer, you can download them at uw.edu/brand.

1. Double (left) click on the footer below (TYPE YOUR DEPARTMENT NAME HERE; Box XXXXXX 1234 YourStreet).
2. Replace the text with your department name and information. Delete or add any information to suit your needs while keeping the same order of information, font, size and layout style.
3. (NOTE: the preferred fonts are Uni Sans Book for your department name and Open Sans for your department information. Download them at uw.edu/brand)
4. Exit from the footer by double (left) clicking outside the footer area.
5. Delete this text and "Save As" a Template (.dot) for your department to use.

This document is currently set up with a Section Break at the bottom that specifies that the next page will not have a header or footer. Refer to Word's Help menu for more information about headers and footers and other layout topics.