



Temporary Housing Consultation/Authorization

Order/Billing address:
Rich Duke c/o Aires LLC
6 Penn Center West
Pittsburgh, PA 15276 USA

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AI Reference #: 700061-30128162
AI Transferee Name: Rich Duke
Authorization Date: 8/28/2023

For prompt payment, email all invoices to Invoices_to_Aires@aires.com

Temporary Housing Details:

Requested Move-In Date: 09/01/2023 Estimated Move-Out Date: 10/30/2023
Temp Housing Allowance (# of days per policy): 60 days Monthly Budget: 6K Cap Monthly Excluding Taxes

Temp Housing Location:

Origin	Destination
City Area: Bozeman	State/Province: MT Country: USA
Transferee Full Office Address: 2905 W Main St, Bozeman, MT 59718	
No. of Bedrooms: 2	

Family Information:

Check Family Members staying in Temp Housing	Name of Family	Relation	Gender	Age
Total Number of Adults: 2	Total Number of Children: 3			

VIP Transferee: No

Additional Needs:

2 twins	office	crib	advise distance to office
sofa bed	high chair	floor preference	

Maid Service: None

Internet Connection Required?: Yes, paid by Client, include in direct billing.

Long Distance phone Service Required?: No

Number of Pets?: 2 Type, Breed, Weight: 2 cats. approx. 6lbs each
Pet charges paid by Transferee, COD.

Parking Required?: Yes , 1 , paid by Client, include in direct billing.

Special Requests/Additional Comments:

Transferee Details:

Employer/Client: Whole Foods Market

BILLING INSTRUCTIONS ~ Extraneous charges will not be paid without authorization from this office. Provide written confirmation of the rate and move-in/check-in details prior to the Transferee occupying the property to ensure prompt payment of your invoice. Upon completion of service, partner will submit final invoice to Aires within 15 days of completion of service (unless otherwise agreed in Partner Service Agreement). Please include transferee name and Aires reference number listed on your invoice and email to: Invoices_to_Aires@aires.com

If invoice is in foreign currency, exchange rate is based on prevailing rate for the date when the service was performed.