**FTA Emails:**

Send To: broth@calvinspaws.com, adoptions@calvinspaws.com

Subject: Adopter Name / Cat Name(s) / FTA

Body:

(Cat Name) went FTA with (Adopter Name) (Adopter Email) on (date).

\*Notes:

* If the cat needs to come to clinic and you have informed the adopter, let me know.
* If 2 cats go FTA to the same person, include both cats in one email.

**Adoption Emails:**

Send To: broth@calvinspaws.com, adoptions@calvinspaws.com, donations@calvinspaws.com, michelle\_dutcher@yahoo.com, jfeckard@calvinspaws.com

\*\*\*Note: I recommend setting up a gmail group for adoptions emails, so you can just choose the group to send it to instead of having to remember everyone. Just let Brittany know if you need help.

Subject: Adopter Name / Cat Name(s) / Adoption Complete

Body:

(Cat Name) was adopted on (date) by:

Adopter Name:

Address:

Phone Number:

Email:

\*They paid (fee amount) by (cash/check/card/paypal, etc.).