

From: bellaklein <[REDACTED]>

To: Lesley Groff <[REDACTED]>

Cc: Annie Jiang <[REDACTED]>, Kelly Coventry <[REDACTED]>

Subject: Re: Invoice & Training

Date: Thu, 09 Jun 2016 18:13:04 +0000

Attachments: doc00449120160609131015.pdf

Attached please find a check deposit for the class. It will be mailed today.

Thank you,
Bella

[REDACTED]
Tel: [REDACTED]

On Jun 9, 2016, at 1:17 PM, Lesley Groff <[REDACTED]> wrote:

Will do! Bella in our accounting department will send a check out today.

As soon as I can gather up the names of attendees, I will forward to you.

Thank you so very much for accommodating us on short notice.

Lesley

On Jun 9, 2016, at 1:15 PM, Annie Jiang <[REDACTED]> wrote:

Hi Lesley,

Thank you for coordinating with Kelly. I have secured the date for Monday 2pm. I also attached the invoice, kindly remit the deposit via check and have it mailed to our central office in Long Island.

Training: Heartsaver CPR AED (Adult/Child)

Date: 6/13/16

Time: 2pm

Address: 9 E. 71st St., New York, NY 10021

Students: 8-11

Please also send us the student names for our sign in sheet. Thank you and we look forward to the training!

Best Regards,
Annie Jiang

Operations Manager
CPR123, Inc.

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