

From: Karyna Shuliak [REDACTED]

To: Tess [REDACTED] >, Leo <[REDACTED]>

Cc: [REDACTED]

Subject: guest apartments checklist: small changes

Date: Mon, 21 Sep 2015 04:12:53 +0000

Attachments: guest_apartments_checklist_for_maids..docx

Hi Tess and Leo,

Please review in the attached document some small changes I made for tea and sugar sets in the guest apartments.

Right now I ordered the tea boxes and tea refills, sugar holders and the packets. In the future you will have to buy the refills.

[REDACTED], I cc'd you here so that you have the updated document on file.

Thanks,

Karyna.