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**From:** Amanda Kirby [REDACTED]  
**Sent:** 12/13/2013 10:57:18 AM  
**To:** [REDACTED]  
**CC:** Paul Morris [REDACTED], Vahe Stepanian [REDACTED], Aracely Sanchez [REDACTED], [REDACTED], Tazia Smith [REDACTED], [REDACTED]  
**Subject:** While I'm Away  
**Attachments:** pic21875.gif; pic09349.gif

Classification: Public

Harry,

As you know I will be out of the office starting Monday, December 16 and returning on Monday, December 30. In my absence Aracely Sanchez will be able to help. She is on the banking side of things and can help with wires but please continue to send Brokerage questions and transactions to Vahe or Tazia. Both Paul and Vahe will be here during my time off and are able to help, as well. I've reviewed all accounts and contact information with Aracely and she is up to speed with everything. Let me know if you have any questions and I know we'll speak at some point today.

Aracely Sanchez

Tel. [REDACTED]  
Fax + [REDACTED]  
Email [REDACTED]

Best,  
Amanda Kirby

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Associate

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