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**From:** Lesley Groff <[REDACTED]>  
**Sent:** Tuesday, October 29, 2013 5:59 PM  
**To:** Epstein Jeffrey  
**Subject:** does [REDACTED] need an apt also?

Did [REDACTED] need an apartment also?

Begin forwarded message:

**From:** [REDACTED]  
**Subject:** Fwd: Virgin Atlantic Airways e-Ticket [REDACTED]  
**Date:** October 29, 2013 1:34:55 PM EDT  
**To:** Lesley Groff <[REDACTED]>

Hey lesley! how are you? I spoke yesterday with jeffrey in order to have an apt and car in new york this week. I have forwarded the information tickets! could you please send me a car this thursday at 16.50 in JFK and organise another car on monday 4th!

Thank you very much in advance =/div>

[REDACTED]

----- Forwarded message -----

**From:** =b class="gmail\_sendername">Virgin ETicket <Virgin.eticket.LON@fly.vrgin.com>  
**Date:** 2013/10/29  
**Subject:** Virgin Atlantic Airways e-Ticket [REDACTED]  
**To:** [REDACTED]

=/td>

Receipt/Itinerary =/td>

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**THIS IS YOUR RECEIPT/ITINERARY**

Please bring this =-ticket when you check-in.

=/strong>

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=/span>

This document is automatically generated. Please do not respond to this e-mail.

Are you travelling to the United States under the Visa Waiver Programme? You are now required to apply for ESTA travel authorisation. Apply now at <https://esta.cbp.dhs.gov/esta>

0% commission on all foreign exchange transactions at American Express® UK airport or Moneycorp® Gatwick Airport bureau de change for all Virgin Atlantic arriving and departing passengers, plus you can also earn Flying Club Miles. Go to [www.virginatlantic.com/currency](http://www.virginatlantic.com/currency)

Treat yourself to some Retail Therapy <<http://www.retailtherapyshopping.com/>> . Choose from our range of gorgeous gifts, delivered either to your seat on board or direct to your home. Click here to explore the range.

Please click here to use Online Check In (for Virgin Operated flights only)

BOOKING DETAILS

</td>

Reference:



Issue Date: 29 October 2013

Place of Issue: LONDON
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Passenger:



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FLIGHT DETAILS

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**FLIGHT**

**DEPART DATE**

**DEPART AIRPORT**

**DEPART TIME**

**ARRIVE AIRPORT**

**ARRIVE TIME**

**CLASS**

**STATUS**

**OPERATED BY**



31 =CT

LHR =

13:00 =

JFK =

16:55 =

N =br>Economy

OK =

VS =

VS004 =

04 =OV

JFK =

18:00 =

LHR =

06:20 =

O =br>Economy

OK =

VS =

Arrival date =ay differ from departure date  
=br>

=FLIGHT =PERATED BY:

= VS = VIRGIN ATLANTIC

=tbody>

=font> Terminal =nformation

=tbody>

VS 045 Check In : LONDON, LONDON HEATHROW-Zone A, Terminal 3

Arrivals : NEW YORK, JOHN F KENNEDY-Terminal 4

= VS 004 Check In : NEW YORK, JOHN F KENNEDY-Row 9, Level 4, Terminal 4 =

Arrivals : LONDON, LONDON HEATHROW-Terminal 3

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For further =nformation please visit

<http://www.virgin-atlantic.com/attheairport/airportguide=index.jsp>

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=strong>INTERNATIONAL CHECK-IN TIMES =/font>  
=tbody>

Check-in times vary between airlines and airports. Virgin Atlantic check-in counters and bag drop desks, open at least 2.5 hours prior to departure. Please click here to use Online Check In (Virgin Operated flights only).

We close our check-in facilities and bag drop desks 60 minutes before departure. If you haven't checked in with your hold luggage by this time, you'll miss the flight. For check-in details for other airlines, please check with the airline or its authorised agent. If you are travelling from Accra our check-in facilities and bag drop desks close 90 minutes before departure.

Heathrow Terminal 3 - Please ensure that you are through Airport security at least 30 minutes before your schedule departure time. Unfortunately, if you do not meet this time you will not be allowed onto our flight.

TICKET NUMBERS and ENDORSEMENTS

VOLUNTARY CHANGES RESTRICTED

FARE DETAILS  
=td>

Fare	GBP	119.00	
Taxes/Fees/Charges/Carrier Imposed Surcharges			
		YQ213.00 GB67.00 XT76.00	
Total	GBP	475.05	

=br>

Form of Payment ; AMOUNT RECEIVED GBP 475.05

Table with background:rgb(204,0,0);border:currentColor;border-collapse:collapse border="0" cellspacing="0" cellpadding="0" width="100%" bgcolor="#cc0000">

CONTACT DETAILS

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UK: Minicom 0844 209 0747

UK: Reservations 0844 8 747 747

Table style="border-collapse:collapse" border="0" cellspacing="0" cellpadding="0" width="500">

UK: Upper Class 0844 579 1111

USA (Toll free) 1 (800) 862 8621 <tel:1%20%28800%29%20862%208621> =/tr>

=tbody>

Virgin flying club UK 0844 412 2414

Table style="border-collapse:collapse" border="0" cellspacing="0" cellpadding="0" width="500">

Virgin flying club USA 1 (800) 365 9500 <tel:1%20%28800%29%20365%209500>

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NOTICE OF INCORPORATED TERMS OF CONTRACT =

Your carriage is subject to Virgin Atlantic's conditions of contract and to the conditions of carriage of each transporting airline. Those conditions include, for example, terms governing: (1) restrictions on, and time limits for, claims; (2) rights of the airline to change terms of the contract of carriage; (3) rules on check-in and boarding times, and the right to refuse carriage. For a copy of Virgin Atlantic's conditions of contract, please visit: -

[www.virginatlantic.com/bookflightsandmore/conditionsofcontract/article1.jsp](http://www.virginatlantic.com/bookflightsandmore/conditionsofcontract/article1.jsp)

ELECTRONIC TICKET INFORMATION

This e-ticket receipt is a record of your electronic ticket, which is stored electronically in a computer reservations system. For more information about e-tickets, please visit: [www.virginatlantic.com/faq/eticket.jsp](http://www.virginatlantic.com/faq/eticket.jsp)

IF YOU HAVE RECEIVED THIS E-MAIL IN ERROR

This is a confidential e-mail intended only for the Virgin Atlantic Airways customer appearing as the addressee. If you are not the intended recipient please delete this e-mail and inform us directly as soon as possible. Please note that any copying, distribution or other action taken or omitted to be taken is prohibited and may be unlawful.

IMPORTANT PASSENGER INFORMATION

If travelling to the US, please make sure you have a note of your address in the US available at check-in unless you have already given us that and other advance passenger information. For more information please click the link below: [www.virginatlantic.com/passengerinformation/index.jsp](http://www.virginatlantic.com/passengerinformation/index.jsp)

SELF SERVICE CHECK IN

Save time and use Online Check In on our website, or our new Self Service Kiosks at participating Airports. For more information please click the link below:

[www.virginatlantic.com/manageyourflights/index.jsp](http://www.virginatlantic.com/manageyourflights/index.jsp)

BAGGAGE ALLOWANCE

Baggage information for your itinerary is detailed below. If you require further information on our baggage policies, including excess baggage, our policy on carrying liquids or restricted items please visit our website or full details:

<http://www.virginatlantic.com/gb/en/travel-information/baggage/check-in-baggage.html>

Please note: depending on your itinerary, Virgin Atlantic's baggage policies may not apply due to the US Dept. of Transportation's regulations.

The following baggage fees may apply for each sector between:

**LHR - JFK**

First Checked-In bag fee: **FREE**

Maximum checked-in bag weight: **UP TO 50 LB/23 KG**

Dimensions must not exceed:

(LI is linear inches, LCM is linear centimetres. Linear is the total sum of the length, height, and width of a piece of luggage) **UP TO 81 LI/208 LCM**

Second Checked-In bag fee: **GBP 65.00**

Maximum checked-in bag weight: **UP TO 50 LB/23 KG**

Dimensions must not exceed:

(LI is linear inches, LCM is linear centimetres. Linear is the total sum of the length, height, and width of a piece of luggage) **UP TO 81 LI/208 LCM**

The following baggage fees may apply for each sector between:

**JFK - LHR**

First Checked-In bag fee: FREE

Maximum checked-in bag weight: = UP TO 50 LB/23 KG

Dimensions must not exceed:

(LI is linear inches, LCM is linear centimetres. Linear is the total sum of the length, height, and width of a piece of luggage) = UP TO 81 LI/208 LCM

Second Checked-In bag fee: =GBP 65.00

Maximum checked-in bag weight: = UP TO 50 LB/23 KG

Dimensions must not exceed:

(LI is linear inches, LCM is linear centimetres. Linear is the total sum of the length, height, and width of a piece of luggage) = UP TO 81 LI/208 LCM

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## CARRY-ON

### Class

#### Allowance

#### Economy

1 piece with a maximum weight of 10kg (22lbs).

Dimensions must not exceed 23 x 36 x 56cm / 9 x 14 x 2ins

#### Premium Economy

1 piece with a maximum weight of 10kg (22lbs).

Dimensions must not exceed 23 x 36 x 56cm / 9 x 14 x 2ins

#### Upper Class

2 pieces With a maximum (combined) weight of 16kg (35lbs) or with a maximum weight (individual) of 12kg (26lbs).

Dimensions must not exceed 23 x 36 x 56cm / 9 x 14 x 2ins

Virgin Atlantic passengers travelling in Upper Class are entitled to three pieces of checked in baggage free of charge on Virgin Atlantic operated flights. Please note that you may be charged to take additional pieces of baggage on sectors of your itinerary that are not operated by Virgin Atlantic.

Passengers travelling with infants or children can bring a fully collapsible pushchair or car seat, in addition to their free check in luggage allowance.

Infants too young for their own seat on the aircraft (travelling on the lap of a parent or carer) can have one piece of hold baggage weighing up to 23kg, and one piece of hand baggage weighing up to 6kg. We're afraid we can't allow extra baggage allowance to be purchased for infants.

Virgin Atlantic passengers who hold a Flying Club Gold card are entitled to one piece of checked in baggage in addition to the above allowance at no extra cost on Virgin Atlantic operated flights.

Please note that you may be charged to take this extra piece of baggage on sectors of your itinerary that are not operated by Virgin Atlantic.

If travelling on a mixed class ticket where the outbound and return journeys are in different classes then the relevant allowances for each direction will apply so please note there may be different allowances on your outbound and return journey.

#### Extra Baggage Charges

If you'd like to bring extra luggage over and above your free baggage allowance on Virgin Atlantic operated flights, you can pay to check in up to 10 extra bags per person (weight limitations may apply).

-Extra baggage charges apply for each bag over and above your free allowance.

-Excess charges will be applied to both overweight and oversized bags.

-Charges for additional baggage are payable each way and could be charged per sector of travel.

-Any bags weighing over 32kg will not be accepted.

-Any excess baggage purchased is non-refundable and non-transferable.

#### DANGEROUS ARTICLES IN BAGGAGE

For safety reasons, dangerous articles such as those listed in the following link must not be carried in your hand or checked baggage:

<http://www.virgin-atlantic.com/gb/en/travel-information/baggage/restrictions/dangerous-articles.html>

#### TRANSFER OF DATA TO GOVERNMENT AUTHORITIES

Applicable laws require that your personal information will be made available to competent authorities in and outside the EU. Further information is available on our website, please visit : [www.virgin-atlantic.com/privacyandsecurity/transferringdata.jsp](http://www.virgin-atlantic.com/privacyandsecurity/transferringdata.jsp)

#### DELAYED BOARDING COMPENSATION

For details of compensation and other benefits, to which you may be entitled if denied boarding for the flight for which you hold a confirmed reservation, please visit:

[www.virginatlantic.com/bookflightsandmore/conditionsofcarriage/carriage9.jsp](http://www.virginatlantic.com/bookflightsandmore/conditionsofcarriage/carriage9.jsp)

#### LIABILITY NOTICE

Regulation 261/2004 (as amended by Regulation 889/2002), the Warsaw Convention or the Montreal Convention may apply to your carriage and limits the liability of airlines for death or personal injury, loss of or damage to baggage, and for delay.

No financial limit applies to Virgin Atlantic's liability for proven damages for death or personal injury. Virgin Atlantic's liability for loss, damage to or delay of checked and unchecked baggage is limited to a maximum of 1,131 SDRs per passenger. Baggage greater in value should be insured, or a higher limit of liability can be purchased, by making a special declaration and paying a supplementary fee before travel. Virgin Atlantic's liability for passenger delay is limited to a maximum 4,694 SDRs per passenger.

For more information, please click: [www.virginatlantic.com/bookflightsandmore/conditionsofcarriage/carriage15.jsp](http://www.virginatlantic.com/bookflightsandmore/conditionsofcarriage/carriage15.jsp)

For details of other transporting airlines' liability, please check with the airline or its authorised agent.

Virgin Atlantic Airways Ltd. Registered Office- Company Secretariat, The Office, Manor Royal, Crawley, West Sussex, RH10 9NU

Registered in England 1600117

WHERETO SEND FEEDBACK: If you wish to lodge a compliment or complaint, please contact:

Virgin Atlantic Airways Limited

Customer Relations

PO Box 47

Dunstable

LU 6 2AN

United Kingdom

Fax number: + 44 0844 209 8708

E-mail: [Customer.Relations@fly.virgin.com](mailto:Customer.Relations@fly.virgin.com) <<mailto:Customer.Relations@fly.virgin.com>>

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Join us on Facebook: <http://www.facebook.com/virginatlantic>

View us on YouTube: <http://www.youtube.com/virginatlantic>

Connect on LinkedIn: <http://www.linkedin.com/company/virgin-atlantic-airways>

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