

**To:** Lesley Groff [REDACTED]  
**From:** [REDACTED]  
**Sent:** Mon 9/26/2016 6:54:18 PM  
**Subject:** Re: Pick up JE Chinese Visa/Passport Card

It's all done, passport is in the drawer in your desk

On Monday, September 26, 2016, Lesley Groff <[REDACTED]> wrote:

Morning [REDACTED]...will you please go and pick up Jeffrey's Chinese Visa today? Let me know once done as we will then need to work on getting him a passport card. I have the paperwork filled out...just will need your assistance with sending it in...I can walk you through it all!!

thanks! Lesley