

To: Kelly Coventry [REDACTED]
From: [REDACTED]
Sent: Thur 6/16/2016 5:11:15 PM
Subject: Re: CPR123's onsite AHA Heartsaver CPR/AED Training Proposal

Kelly, I'm sure we have discussed this, but I can't seem to remember! How long do your lessons run? I want to make sure to log off the time in the calendar...

On Jun 14, 2016, at 1:39 PM, Kelly Coventry [REDACTED] wrote:

Hey [REDACTED]
Yes, the 27th at 2pm is available, we have secured the instructor.
We will see you then!

On Tue, Jun 14, 2016 at 12:53 PM, [REDACTED] wrote:

Hi Kelly! We can do June 27th at 2pm if you still have available! LMK! thanks,
Lesley

On Jun 10, 2016, at 11:58 AM, Kelly Coventry [REDACTED] wrote:

Hi [REDACTED]
I am reaching out to all our instructors, they are all booked! These are some dates our instructors sent us. For now they are free on those dates, does any of them work for you? If so, I want to secure it before they get booked up. Thanks again [REDACTED]

6/13 2pm
6/24 9am or 2pm
6/26 2pm
6/27 2pm
7/4 9am or 2pm
7/8 9am or 2pm

On Fri, Jun 10, 2016 at 9:06 AM, [REDACTED] wrote:

Morning Kelly...I am being asked if you might have availability for a CPR class on Wed. June 15th morning session available! (If for some odd reason the stars are aligned and you have a cancelation type thing I would assume!! ;)
I realize this is a bit crazy, but need to ask...

Lesley

On Jun 8, 2016, at 8:38 PM, Kelly Coventry
[REDACTED] wrote:

That sounds good.
Ok, I'll check the sched tomorrow and let you know.
Have a nice night!! We'll "talk" tomorrow! ♦

Sent from my iPhone

On Jun 8, 2016, at 7:26 PM, [REDACTED] > wrote:

Absolutely!! We have a giant table in the dining room and 12 chairs. It won't be a problem! I will keep my fingers crossed for Monday! Thanks and have a good night. Lesley

Sent from my iPhone

On Jun 8, 2016, at 7:24 PM, Kelly Coventry
[REDACTED] > wrote:

Hi [REDACTED]

I will check with the operations manager the first thing tomorrow morning. I'm not sure if she re-assigned the instructor already.

If he is still available we can go forward, 11 people is fine, as long as you have a room sizable enough to fit everyone. It's preferable to have tables and chairs for everyone....is that possible?

Kelly

Sent from my iPhone

On Jun 8, 2016, at 6:42 PM, [REDACTED]
[REDACTED] wrote:

Hi Kelly! I am now being told we DO want to go ahead with this class on Monday at 2pm if it is still available! Also, we have 11 people we would like to take the course of at all possible. If not 11 how many can you take over 8? They are all adults who would take the course.

Please let me know! Thank you, lesley

Sent from my iPhone

On Jun 8, 2016, at 11:39 AM, Kelly Coventry



Hi
Lesley,
Ok,
thanks for
the
update.

If I don't hear from you in a while I will reach out to you just to see what the

statu
s is,
if
that
is
ok....

Kelly

On Wed, Jun 8, 2016 at 10:45 AM,



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On Jun 8, 2016, at 9:55 AM, Kelly Coventry

 wrote:

Hi 

It was such a pleasure speaking with you yesterday!

Attached you will find the proposal drafted for you for the American Heart Association Heartsaver CPR/AED certification course that you requested. Please review and if you have any questions/concerns don't hesitate to reach out to me.

At the moment we have Monday, June 13th available at 2pm for your training. We would have to know ASAP if this works for you. We would then get the agreement out to you and payment would be needed to secure the instructor.

I will follow this email up with a call to you later this morning to discuss.

Thanks so much [REDACTED]

Best Regards,
Kelly Coventry

Director of Marketing
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Mineola, NY 11501
Phone: [REDACTED]
Fax: 516-640-7872
Email: [REDACTED]
Web: www.cpr123.com



<(000505) Lesley Groff HSAED Training
Proposal.pdf>

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Best Regards,
Kelly Coventry

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Best Regards,
Kelly Coventry

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