

**To:** Annie Jiang [REDACTED] Bella Klein [REDACTED]  
**Cc:** Kelly Coventry [REDACTED]  
**From:** [REDACTED]  
**Sent:** Thur 6/9/2016 5:17:31 PM  
**Subject:** Re: Invoice & Training

Will do! Bella in our accounting department will send a check out today. As soon as I can gather up the names of attendees, I will forward to you.

Thank you so very much for accommodating us on short notice.

[REDACTED]

On Jun 9, 2016, at 1:15 PM, Annie Jiang [REDACTED] wrote:

Hi [REDACTED]

Thank you for coordinating with Kelly. I have secured the date for Monday 2pm. I also attached the invoice, kindly remit the deposit via check and have it mailed to our central office in Long Island.

Training: Heartsaver CPR AED (Adult/Child)  
Date: 6/13/16  
Time: 2pm  
Address: 9 E. 71st St., New York, NY 10021  
Students: 8-11

Please also send us the student names for our sign in sheet. Thank you and we look forward to the training!

Best Regards,  
Annie Jiang

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Operations Manager  
CPR123, Inc.

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