

To: [REDACTED]
From: Lesley Groff
Sent: Tue 1/12/2016 7:33:21 PM
Subject: Re: Conf# [REDACTED] from CarsCo, Inc

are you sure? you are supposed to be at the airport 3 hours before an international flight...5:30 will get her to airport 6:15 or so...I would think 4:30 latest for pick up?

On Jan 12, 2016, at 2:30 PM, [REDACTED] > wrote:

Hello!

Lesley, could you change the time for pick up to 5:30 instead?

JE approved

On Tuesday, January 12, 2016, Lesley Groff <[REDACTED]> wrote:

Begin forwarded message:

From: <[REDACTED]>
Subject: Conf# [REDACTED] from CarsCo, Inc
Date: January 12, 2016 at 1:02:29 PM EST
To: <[REDACTED]>

Trip Itinerary

Your Confirmation number is [REDACTED]

<input checked="" type="checkbox"/> Phone#:	[REDACTED]
<input checked="" type="checkbox"/> Passenger Name:	[REDACTED]
<input checked="" type="checkbox"/> Date & Time:	Wednesday, January 13, 2016 3:30 PM
<input checked="" type="checkbox"/> Car Type:	Camry WiFi / Similar
<input checked="" type="checkbox"/> Passengers/Luggage:	1 passenger(s) / 0 pieces of luggage
<input checked="" type="checkbox"/> Pick Up:	[REDACTED]
<input checked="" type="checkbox"/> Drop Off:	JFK Airport, SU
<input checked="" type="checkbox"/> Basic Fare*:	Basic Fare:\$57.00 Gratuity:\$11.40 NYS-Fund Tax:\$1.71 Total Charge: \$70.11
<input checked="" type="checkbox"/> Extra Stops:	
<input checked="" type="checkbox"/> Form of Payment:	AE *****3001 Exp: 08/16
<input checked="" type="checkbox"/> Special Request:	

Thank you for using CarsCo, Inc.

Rates may not include Tolls, Stops and Extra Waiting (10 Minutes = Grace Period)

Cancellation policy: 1 hour before dispatch time.

For any change to your reservation, please call [REDACTED]

PLEASE NOTE: Your Credit Card WILL be pre-authorized at this time for approximately 30% more than the estimated fare for your trip. This is necessary to prevent charging your card twice in the event of any additional waiting time, tolls, extra stops etc... Remainder funds will be released once final charge is processed.

Final charges will be processed approximately 1-3 days after service has been rendered.

Please be sure to bring your credit card or other method of payment with you.

We accept OneCard, Amex, Diners Club, Discover, Japan Credit Bureau, Mastercard, and Visa but we cannot accept cash payments.

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