

**To:** Andrew Superintendent [REDACTED]  
**From:** [REDACTED]  
**Sent:** Mon 11/2/2015 7:59:23 PM  
**Subject:** Piano Move for 11J

HI Andrew...our moving company, Amex Movers, is requesting you please let us know exactly what your building requires on the CIO...

The movers are to leave their office at 9am, pick up the piano in West Islip and should be to 301 by 10:30 or so this Friday Nov. 6th.

Please let me know about the exact details you need on the CIO and we will get it to you.

Thanks, [REDACTED]