

To: Lesley Groff [REDACTED]
From: [REDACTED]
Sent: Thur 10/1/2015 4:29:31 PM
Subject: Re: [REDACTED] on Oct. 16 and 19

let me know about time as soon as you will know it ;)

> On Sep 30, 2015, at 10:07, Lesley Groff [REDACTED] wrote:

>

> [REDACTED] please put in your calendar that you will need to meet up with [REDACTED] in the lobby of 301 on Oct. 16 and 19. She is to clean 7J on 16th and 11B on 19th. As the date approaches, we will have an idea of her timing. You will need to take care of the linens with the cleaners and pay [REDACTED] the \$70 cash...

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> I will be in touch as the dates approach! thanks