

To: Reid Hoffman [REDACTED]
Cc: Bella Klein [REDACTED]; Rich Kahn [REDACTED]
From: [REDACTED]
Sent: Tue 12/2/2014 6:45:54 PM
Subject: Re: Conf# [REDACTED] from CarsCo, Inc

Fantastic. Our accounting dept will confirm the flights. thanks, [REDACTED]

On Dec 2, 2014, at 1:37 PM, Saida Sapieva [REDACTED] wrote:

Got it. Thank you, [REDACTED]

Also, Reid approved the flights, so you can confirm those.

Saida

From: [REDACTED]
Sent: Tuesday, December 02, 2014 10:29 AM
To: Saida Sapieva
Cc: bellaklein
Subject: Fwd: Conf# [REDACTED] from CarsCo, Inc

Hi Saida...here is the car confirm for Reid's pick up on Thursday evening...they will bring Reid to Jeffrey's home at 9 East 71st Street between 5th and Madison. If he needs to call the house for any reason, he may call Jeffrey directly or the house staff line: [REDACTED]

Thanks, [REDACTED]

Begin forwarded message:

From: [REDACTED]
Subject: Conf# [REDACTED] from CarsCo, Inc
Date: December 2, 2014 at 1:26:11 PM EST
To: [REDACTED]

Trip Itinerary

Your Confirmation number is: [REDACTED]

<input checked="" type="checkbox"/> Phone#:	[REDACTED]
<input checked="" type="checkbox"/> Passenger Name:	Hoffman, Reid
<input checked="" type="checkbox"/> Date & Time:	Thursday, December 4, 2014 10:22 PM
<input checked="" type="checkbox"/> Car Type:	Lincoln Towncar
<input checked="" type="checkbox"/> Passengers/Luggage:	1 passenger(s) / 1 pieces of luggage
<input checked="" type="checkbox"/> Pick Up:	TEB Airport, IG wc Outside the terminal pickup.
<input checked="" type="checkbox"/> Drop Off:	9 E 71 St (5 Ave / Madison Ave) 10021
<input checked="" type="checkbox"/> Basic Fare*:	Basic Fare:\$81.00 Toll:\$13.00 Gratuity:\$16.2 NYS-Fund Tax:\$2.76 Total Charge: \$112.96
<input checked="" type="checkbox"/> Extra Stops:	
<input checked="" type="checkbox"/> Form of Payment:	[REDACTED]
<input checked="" type="checkbox"/> Special Request:	

INSTRUCTIONS FOR AIRPORT PICK UP

1. First collect your luggage.
2. After you have your luggage call [REDACTED]
3. CarsCo, Inc operator will provide you with the car # and the location where the car is waiting for you.
4. Grace period is 20 minutes for all airport pick ups.

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 Amex, Diners Club, Discover, Mastercard, and Visa but we cannot accept cash payments.

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