

To: Richard Kahn [REDACTED]
From: Lesley Groff
Sent: Mon 7/28/2014 1:13:44 PM
Subject: Re: contact info

Ok thanks

Sent from my iPhone

On Jul 28, 2014, at 8:31 AM, Richard Kahn <[REDACTED]> wrote:

i sent to jee however he never responded..
please call me when you have a minute
thanks

Richard Kahn
HBRK Associates Inc.

[REDACTED]
New York, NY 10022

tel [REDACTED]
fax [REDACTED]
cell [REDACTED]

Begin forwarded message:

From: Amy Cassell <[REDACTED]>
Subject: Re: contact info
Date: July 26, 2014 at 9:43:24 AM EDT
To: Richard Kahn <[REDACTED]>

Dear Richard,

I'm planning to travel to Jeffrey's island later next week.

For my travel or any of my team member's travel, we charge 8 hours/day max. So for the trip next week, my flight leaves at 8:50am Wed, returns 7:30pm Fri, I will charge for (3) 8 hour days, total of 24 hours.

For the work on the island, Jeffrey has indicated this should take priority over NYC for the moment, given the time during the year that he's there. With your approval, I would continue to deduct our time, from the received retainer for the Island project. Each month, I will outline how much time was spent on each project.

Prior to the trip, I'll submit costs for the flights/accomodations (if applicable) for approval. Meals if applicable, except alcohol would be reimbursed, along with associated travel expenses to/from airports etc. I'll prepare all of the receipts as before and submit the expenses monthly for reimbursement.

Please let me know if this approach meets with your's and Jeffrey's approval and if there are any other questions, please do not hesitate to reach out.

Thank you,
Amy

On Fri, Jul 25, 2014 at 8:38 PM, Richard Kahn <[REDACTED]>
wrote:

I understand you may be coming to ny next week for a few days.
Please advise how you will bill your time. Thank you and have a nice weekend.

Sent from my iPad

On Jul 16, 2014, at 3:39 PM, Amy Cassell <[REDACTED]> wrote:

Dear Richard,

Both checks received.

Thank you,
Amy

On Tue, Jul 15, 2014 at 2:17 PM, Amy Cassell <[REDACTED]>
wrote:

Thank you, I will confirm when I recieve them.

My best,
Amy

On Tue, Jul 15, 2014 at 2:01 PM, Richard Kahn <[REDACTED]> wrote:

ok
sending both checks in overnight package
thanks

Richard Kahn
HBRK Associates Inc.

[REDACTED]
New York, NY 10022

tel [REDACTED]

fax [REDACTED]

cell [REDACTED]

On Jul 15, 2014, at 2:55 PM, Amy Cassell [REDACTED] wrote:

Richard,

Very nice to speak with you as well. Here are my 2014 rates:

Principal: \$245/hour

Designer: \$125/hour

Junior Designer: \$100/hour

Project Administrative Assistant: \$80/hour

The initial \$30,000 payment will be applied to the July 2014 invoice; any overage will be applied to the August 2014 invoice.

In addition to my hourly rate, certain Consultants may be required, such as Architects, Lighting, Low Voltage, Engineers, Visualization Consultants etc, these would be mutually selected and fee quotations obtained upon request.

Reimbursable expenses are in addition to the fee. Reimbursable expenses will include the costs of transportation, long distance communications, messengers, plotting and reproduction, photography,

booklets, 3D renderings, animations, finished models, mock ups, movers and installers. I bill monthly for professional services and for all reimbursable expenses at Direct Cost.

Attached is a copy of the reimbursable expenses for the June 20, 2014 trip to NYC that I sent to Lesley. Please let me know if there are any questions, or if you prefer a different format etc.

My best,
Amy

On Tue, Jul 15, 2014 at 1:07 PM, Richard Kahn <[REDACTED]> wrote:

it was nice talking with you earlier
look forward to meeting you in NY

Richard Kahn
HBRK Associates Inc.

[REDACTED]
New York, NY 10022
tel [REDACTED]
fax [REDACTED]
cel [REDACTED]

<2014-0620_NYC Trip Reimbursable Expenses.pdf>