

To: [REDACTED]
From: Amy Cassell
Sent: Mon 7/7/2014 7:28:45 PM
Subject: JE NYC Residence

Dear [REDACTED]

I hope you had a nice 4th of July.

I've emailed Jeffrey asking if he has some time this week to discuss with me the next steps on his projects. But there are a few other items, I wanted to coordinate with you:

1. When I was in NYC, I brought back with me drawings from the house, which I've copied and scanned as digital copies. Sue found them on the 5th floor. I would like to send the original drawings back. I presume they should be sent to the NYC residence? Please advise if different, and if you have a FedEX or UPS number that I can use for shipping and to whose attention.
2. How should I reimburse my trip to NYC? I can prepare a spreadsheet with receipts for the flight, tax, and copies/scans made for the drawings. Or I can fill out a form that you already use.

Please just let me know.

Many thanks,
Amy