

To: Lesley Groff [REDACTED]
From: Amy Cassell
Sent: Mon 7/7/2014 7:42:44 PM
Subject: Re: JE NYC Residence

Will do. Please let me know when Jeffrey is available to discuss...I'm available all this week.

My best,
Amy

On Mon, Jul 7, 2014 at 2:32 PM, Lesley Groff <[REDACTED]> wrote:

Hello Amy...

-Send the drawings back to:

[REDACTED]
9 East 71st Street
NY, NY 10021

You may use our federal express account [REDACTED]

-You may send your own spreadsheet of receipts for reimbursements...we do not have a special form. Please send to myself and Bella Klein who is cc'd on this mail.

Thanks, Lesley

On Jul 7, 2014, at 3:28 PM, Amy Cassell <[REDACTED]> wrote:

> Dear Lesley,

>

> 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. [REDACTED] 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