

To: Steve Alpert [REDACTED]
From: Lesley Groff
Sent: Fri 7/11/2014 6:01:14 PM
Subject: Re: Biz Cards TODAY!

Super. Thx

Sent from my iPhone

On Jul 11, 2014, at 1:58 PM, Steve Alpert <[REDACTED]> wrote:

Ok, we will email you when they are completed.
Thanks,
Steve

Steven Alpert
We just moved! Here is our new address:
209 West 40th Street
3rd Floor
New York, NY 10018
[REDACTED] main

Did you know we also *specialize* in high-end Look books, Catalogs and Pitch books?

[<facebook copy .35.png><twitter copy .35.png><linkedin copy .35.png><pinterest copy .35.png>](#)

On Jul 11, 2014, at 1:14 PM, Lesley Groff <[REDACTED]> wrote:

Perfect! You have my permission to print and charge the Amex. Please let me know once they are completed and I will have them picked up. Please send an invoice as well.
Thanks!

Sent from my iPhone

On Jul 11, 2014, at 1:13 PM, Steve Alpert <[REDACTED]> wrote:

Hi Lesley,
OK, let me know about this one.

Thanks,
Steve

Steven Alpert
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[REDACTED] main

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<pinterest copy .35.png>

<Virgin Islands Foundation Africa proof new.pdf>

On Jul 11, 2014, at 12:34 PM, Lesley Groff <[REDACTED]> wrote:

Address # is incorrect. It is:

6100

Not 100

The rest is fantastic! I can call you with a CC # once you correct the address.
Thanks. Lesley

Sent from my iPhone

On Jul 11, 2014, at 12:27 PM, Steve Alpert <[REDACTED]>
wrote:

Hi Lesley,
Please check this proof very carefully for typos and any other errors.
(We suggest you print this proof to a laser printer using Adobe Acrobat at the "actual size" setting.)

If additional changes are required we will send you another PDF proof. We are not permitted to print altered artwork without a Final approved proof.

Let me know if it is OK to proceed so you can have your cards today. We will need a credit card number to charge in order to get started.

Thanks,
Steve

Steven Alpert
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[REDACTED] main

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<linkedin copy .35.png>

<pinterest copy .35.png>

<Virgin Islands Foundation Africa proof.pdf>

Best Regards,
Steve

Steven Alpert
We just moved! Here is our new address:
209 West 40th Street
3rd Floor
New York, NY 10018
[REDACTED] main

Ask us about our high quality signs and posters for your next event.

On Jul 11, 2014, at 10:59 AM, Lesley Groff <[REDACTED]> wrote:

Hello! We would like to have 500 business cards made today with the following verbiage:

[REDACTED]
Director

*VIRGIN ISLANDS FOUNDATION
AFRICA*

*6100 Red Hook Quarter, Suite B-3
St. Thomas, USVI 00802*

[REDACTED]

Please put on your basic, but nice 100lb paper stock like we spoke about...bright white with black imprint...choose a nice font. Please send me a mock up as soon as you can...we would like to pick these up today.

Quoted: \$143.00 for 500 cards

Please confirm receipt of this order..

Thank you,
Lesley
[REDACTED]