

To: Lesley Groff [REDACTED]
From: [REDACTED]
Sent: Fri 2/7/2014 1:12:52 PM
Subject: Re: Guest in 10B

Good morning Leslie! Do you know what time is the guest leaving in apartment 10B? Let me know once you find out so I can start cleaning. Thanks! [REDACTED]

On Friday, January 31, 2014, Lesley Groff [REDACTED] wrote:

great. thanks

On Jan 31, 2014, at 10:39 AM, [REDACTED] wrote:

Got it Lesley! Thank you! Tess

On Friday, January 31, 2014, Lesley Groff [REDACTED] wrote:

We have a guest arriving on Feb 5th to stay in 10B. She will depart on Feb. 7th. [REDACTED] please add to your calendar to clean apt 10B on Feb. 7th. When I find out her departure time I will pass along.

Sue, can you print and leave the WELCOME Letter for her?