

**From:** Lesley Groff <[REDACTED]>  
**To:** Christian Glauser <[REDACTED]>  
**Subject:** Re: Phone call request  
**Date:** Tue, 20 Sep 2016 18:37:06 +0000

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HI Jennifer! I'm so sorry but Jeffrey is running late...can we move the call to 4pm if possible?

On Sep 19, 2016, at 4:56 PM, Jennifer Andia <[REDACTED]> wrote:

Does he want to dial his office number: 305-576-8404 x.626, or his mobile: [REDACTED] Thanks!

JENNIFER ANDIA  
EXECUTIVE ASSISTANT

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**From:** Lesley Groff [[mailto:\[REDACTED\]](mailto:[REDACTED])]  
**Sent:** Monday, September 19, 2016 4:53 PM  
**To:** Jennifer Andia <[REDACTED]>  
**Subject:** Re: Phone call request

yes! sounds great...I will have Jeffrey call Chad!

On Sep 19, 2016, at 4:45 PM, Jennifer Andia <[REDACTED]> wrote:

3:30pm EDT tomorrow afternoon works with Chad's schedule. Shall we proceed with confirming the call?

Thanks!

JENNIFER ANDIA  
EXECUTIVE ASSISTANT

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**From:** Lesley Groff [[mailto:\[REDACTED\]](mailto:[REDACTED])]  
**Sent:** Monday, September 19, 2016 4:21 PM

**To:** Jennifer Andia <[REDACTED]>  
**Subject:** Re: Phone call request

how does sometime tomorrow look for Chad in the afternoon? Perhaps a 3:30 or 4pm call?

On Sep 19, 2016, at 4:18 PM, Jennifer Andia <[REDACTED]> wrote:

Thank you!

JENNIFER ANDIA  
EXECUTIVE ASSISTANT

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**From:** Lesley Groff [[mailto:\[REDACTED\]](mailto:[REDACTED])]  
**Sent:** Monday, September 19, 2016 4:17 PM  
**To:** Jennifer Andia <[REDACTED]>  
**Cc:** Christian Glauser Benz <[REDACTED]>  
**Subject:** Re: Phone call request

Hi Jennifer!! Let me remind Jeffrey! I know he has been super busy...thanks for circling back!

On Sep 19, 2016, at 4:05 PM, Jennifer Andia <[REDACTED]> wrote:

Hi Lesley,

Just following up to see if Jeffrey is available to speak with Chad sometime this week. If possible, please let me know when is convenient.

Kind regards

JENNIFER ANDIA  
EXECUTIVE ASSISTANT

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**From:** Jennifer Andia  
**Sent:** Friday, September 16, 2016 4:05 PM  
**To:** 'Lesley Groff' <[REDACTED]>

**Cc:** Christian Glauser Benz [REDACTED]

**Subject:** Phone call request

Dear Lesley,

I hope you're having a wonderful Friday! Chad would love to connect with Jeffrey over the phone. If possible, could you please tell me when Jeffrey has availability in his calendar?

Kind regards

JENNIFER ANDIA  
EXECUTIVE ASSISTANT

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