

From: Kelly Coventry <[REDACTED]>
To: [REDACTED] <[REDACTED]>
Subject: Re: Training at Mr. Epstein's residence
Date: Fri, 08 Sep 2017 18:22:23 +0000

Hi-

I just re-sent the invoice to both you and [REDACTED].
You can make the check out to CPR123 Inc.
Please put it in a sealed envelope and give to the instructor.

Thanks [REDACTED], and have a great weekend!

Kelly

On Fri, Sep 8, 2017 at 1:59 PM, [REDACTED] <[REDACTED]> wrote:

Perfect, thank you very much! I will ask one of the staff members to be ready to assist the instructor with the set up at 8:45. And then the rest of the group should be ready to start at 9:15am.

Kelly, we haven't sent the deposit yet and can pay in full at the time of the training. Could you please give me the total cost and who should it be paid to (what to write on the check)?

Thanks a lot!

[REDACTED]

On Sep 8, 2017, at 1:53 PM, Kelly Coventry <[REDACTED]> wrote:

Sure, that would be great

On Fri, Sep 8, 2017 at 1:51 PM, [REDACTED] <[REDACTED]> wrote:

I see. Would 9:15 start time work?

On Sep 8, 2017, at 1:49 PM, Kelly Coventry <[REDACTED]> wrote:

No, actually what I meant was that he was going to get there a little earlier and start a little earlier so he can cover the additional things that you had requested.

He should be there around 8:45am

On Fri, Sep 8, 2017 at 1:43 PM, [REDACTED] <[REDACTED]> wrote:

Hi Kelly,

Thank you for your confirmation. Regarding the start time, did you mean that the instructor will need to arrive at 9am in order to set up and the actual training would start at 9:30 as you have explained to me during our phone call?

Thank you,

██████████
On Sep 8, 2017, at 1:15 PM, Kelly Coventry <██████████> wrote:

Hi ██████████,

Yes, we are a go for the training on Sept. 12th, however are we able to push the start time to 9am due to the additional time needed for the oxygen tank and the first aid/emergency kits?

Also, we require a deposit prior to the training date for the training. However, due to the fact that the session was scheduled just last week, if you haven't already sent the deposit out you can simply pay in full at the time of the training. Please place the check in a sealed envelope and give to the instructor.

Thanks!

Kelly

On Fri, Sep 8, 2017 at 11:17 AM, ██████████ <██████████> wrote:

Hi Kelly,

I just wanted to follow up and confirm if we are all set for the training at 9 E 71st St on September 12th at 9:30am?

Thank you,

██████████

> On Sep 5, 2017, at 3:34 PM, ██████████ <██████████> wrote:

>

> Hi Kelly,

>

> Following up on our conversation, please find attached photos of the emergency kits, that we have. Turns out the blue first-aid trauma kit does have the oxygen tank inside.

> Also, I forgot to mention and want to make sure the basic life support training includes choking (adult and children) in addition to CPR and AED please.

>

> Thank you very much and please let me know if you have further questions.

>

> ██████████

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> <IMG_1546.JPG>
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Best Regards,
Kelly Coventry

Director of Marketing
CPR123, Inc.
300 Old Country Road, Ste.321
Mineola, NY 11501
Phone: [516-640-5372 ext 1000](tel:516-640-5372)
Fax: [516-280-7625](tel:516-280-7625)
Email: [REDACTED]
Web: [REDACTED]



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Kelly Coventry

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