

From: Captain Jackie Stepp <jstepp@ashevillenc.gov>
Sent: 3/23/2020 12:35:09 PM
To: Laura Cole <lcole@colepromedia.com>
Cc:
Subject: Fwd: Critical incidents communication

I know we all have a lot going on. I just wanted to make sure you got this email? Thanks

----- Forwarded message -----

From: **Captain Jackie Stepp** <jstepp@ashevillenc.gov>
Date: Mon, Mar 16, 2020 at 8:39 AM
Subject: Critical incidents communication
To: Laura Cole <lcole@colepromedia.com>

Laura,

In order to move forward with this contract, the first thing we need your company to do is register as a vendor on the city's website: <https://www.ashevillenc.gov/departments/purchasing/vendor-registry/>

In addition, you will need to email us a copy of your current Certificate of Insurance.

Once those two items are complete, we will initiate the contract paperwork here and send you the packet to review and sign once compiled.

Thank you

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Captain Jackie Stepp
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Integrity, Fairness, Respect and Professionalism

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