

From: Laura Cole <lcole@colepromedia.com>
Sent: 3/23/2020 1:09:37 PM
To: Captain Jackie Stepp <jstepp@ashevillenc.gov>
Cc:
Subject: Re: Critical incidents communication

Hi Captain,

I filled out the vendor form. Let me know you got it. Also, once you get me the address that should be listed on insurance documents I will send that to my insurance people.

LC

Laura Cole
Cole Pro Media, President
925-787-9121
lcole@colepromedia.com
colepromedia.com

From: Captain Jackie Stepp <jstepp@ashevillenc.gov>
Date: Monday, March 23, 2020 at 9:35 AM
To: Laura Cole <lcole@colepromedia.com>
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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Finance and Support Services Division
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Integrity, Fairness, Respect and Professionalism

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