

**From:** Elise Lewis <elewis@ashevillenc.gov>  
**Sent:** 7/20/2020 8:47:01 AM  
**To:** Laura Cole <lcole@colepromedia.com>  
**Cc:**  
**Subject:** Re: Cole Pro Media contract with APD

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Good morning,  
Can you please visit the City's website and register Cole Pro Media as a vendor and upload your W-9? The link is below. Thank you!

<https://www.ashevillenc.gov/departments/purchasing/vendor-registry/>

**Elise Lewis**  
Financial Business Manager  
Asheville Police Department  
P.O. Box 7148  
Asheville, NC 28802

(828) 259-5599 office  
(828) 782-1937 cell  
[elewis@ashevillenc.gov](mailto:elewis@ashevillenc.gov)



*Think Green! Please do not print this e-mail unless necessary*

On Fri, Jul 17, 2020 at 3:20 PM Elise Lewis <[elewis@ashevillenc.gov](mailto:elewis@ashevillenc.gov)> wrote:  
You can use 100 Court Plaza, Asheville, NC 28801. Thank you!

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On Fri, Jul 17, 2020 at 3:15 PM Laura Cole <[lcole@colepromedia.com](mailto:lcole@colepromedia.com)> wrote:

Hi Elise,

This is good. What is the address that should be listed for the City of Asheville? My insurance will need that. Otherwise, this is great.

Thank you,

Laura Cole  
Cole Pro Media, President  
925-787-9121

Sent from my iPhone

On Jul 17, 2020, at 12:06 PM, Elise Lewis <[elewis@ashevillenc.gov](mailto:elewis@ashevillenc.gov)> wrote:

Hi Laura,

I am working on the contract between APD and Cole Pro Media for Chief Zack. Please find attached the scope of work we have put together. Let me know if this looks ok to you before I move forward. Also if you could please forward me the COI for this company with 'The City of Asheville' listed as a certificate holder I can get the ball rolling on my end.

Thank you!

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<CPM - SCOPE OF WORK.pdf>