

**From:** Elise Lewis <elewis@ashevillenc.gov>  
**Sent:** 8/7/2020 1:56:19 PM  
**To:** Laura Cole <lcole@colepromedia.com>  
**Cc:** Captain Jackie Stepp <jstepp@ashevillenc.gov>  
**Subject:** Re: Cole Pro Media contract with APD  
**Attachments:** [CPM Invoice.pdf](#)

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Thank you Laura. I will get this over to AP for payment.Â

TheÂ price reduction is great news for us as well. We appreciate your integrity especially in these uncertain times!

Be well,

**Elise Lewis**  
Financial Business Manager  
Asheville Police Department  
P.O. Box 7148  
Asheville, NC 28802  
Â  
(828) 259-5599 office  
(828) 782-1937 cell  
[elewis@ashevillenc.gov](mailto:elewis@ashevillenc.gov)

Â  *Think Green! Please do notÂ print this e-mail unless necessary*Â

On Fri, Aug 7, 2020 at 12:13 PM Laura Cole <[lcole@colepromedia.com](mailto:lcole@colepromedia.com)> wrote:

Hi Elise,

Â

Thank you for the contract.Â I was waiting for it before I sent the July invoice.Â That invoice is Attached.Â You will see that it is for \$4000, NOT \$5000.Â I feel that for the work we are doing right now, that is a fair price.Â I will tell the Chief Iâ€™m decreasing my price.Â I know that is probably unheard of, but I really do police myself when it comes to taxpayer dollars and thankfully you guys havenâ€™t been as much work â€œknock on woodâ€as I thought.

Â

Thanks,

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Laura Cole

Cole Pro Media, President

925-787-9121

[lcole@colepromedia.com](mailto:lcole@colepromedia.com)

[colepromedia.com](http://colepromedia.com)

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**From:** Elise Lewis <[elewis@ashevillenc.gov](mailto:elewis@ashevillenc.gov)>  
**Date:** Friday, August 7, 2020 at 8:54 AM  
**To:** Laura Cole <[lcole@colepromedia.com](mailto:lcole@colepromedia.com)>  
**Subject:** Re: Cole Pro Media contract with APD

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Hi Laura,

Please find attached the final signed copy of the contract. Feel free to forward any invoices to me for payment that may be pending. Thank you!

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**Elise Lewis**  
Financial Business Manager  
Asheville Police Department  
P.O. Box 7148  
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On Wed, Jul 29, 2020 at 4:06 PM Laura Cole <[lcole@colepromedia.com](mailto:lcole@colepromedia.com)> wrote:

Hi Elise,

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Attached is a signed contract from me. Please let me know if you need anything else.

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Thank you,

Â

Laura Cole

Cole Pro Media, President

925-787-9121

[lcole@colepromedia.com](mailto:lcole@colepromedia.com)

[colepromedia.com](http://colepromedia.com)

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**From:** Elise Lewis <[elewis@ashevillenc.gov](mailto:elewis@ashevillenc.gov)>  
**Date:** Thursday, July 23, 2020 at 8:04 AM  
**To:** Laura Cole <[lcole@colepromedia.com](mailto:lcole@colepromedia.com)>  
**Subject:** Re: Cole Pro Media contract with APD

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Just pg 6 is fine

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**Elise Lewis**  
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On Thu, Jul 23, 2020 at 11:03 AM Laura Cole <[lcole@colepromedia.com](mailto:lcole@colepromedia.com)> wrote:

Wonderful. Can I just scan/email back page six or the entire thing? Your call.Â

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Thanks

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LC

Sent from my iPhone

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On Jul 23, 2020, at 10:57 AM, Elise Lewis <[elewis@ashevillenc.gov](mailto:elewis@ashevillenc.gov)> wrote:

No problem. I just need a notarized signature on page 6 and you can scan and return the packet toÂ me via email.Â

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Thank you!

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

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On Thu, Jul 23, 2020 at 10:51 AM Laura Cole <[lcole@colepromedia.com](mailto:lcole@colepromedia.com)> wrote:

Hi Elise,

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Iâ€™m out of town, but will do it Tuesday when I return. Do you just need one copy or two? Also do I

mail back to you at the address listed below?

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Thank you,

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Laura

Sent from my iPhone

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On Jul 23, 2020, at 10:49 AM, Elise Lewis <[elewis@ashevillenc.gov](mailto:elewis@ashevillenc.gov)> wrote:

Hi Laura,

Please find attached the contract for Cole Pro Media. Please fill out pg 6.and return to me at your earliest convenience so I can finalize internally. If you have an invoice ready for us for this as well, please forward it to me and once the contract is finalized I will make sure payment is processed accordingly.

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Thank you

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

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[elewis@ashevillenc.gov](mailto:elewis@ashevillenc.gov)

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

From: **Elise Lewis** <[elewis@ashevillenc.gov](mailto:elewis@ashevillenc.gov)>  
Date: Mon, Jul 20, 2020 at 10:47 AM  
Subject: Re: Cole Pro Media contract with APD  
To: Laura Cole <[lcole@colepromedia.com](mailto:lcole@colepromedia.com)>

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Thank you for your quick response! I'll be in touch with the contract for your signature soon...

Â

**Elise Lewis**

Financial Business Manager

Asheville Police Department

P.O. Box 7148

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(828) 259-5599 office

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On Mon, Jul 20, 2020 at 10:36 AM Laura Cole <[lcole@colepromedia.com](mailto:lcole@colepromedia.com)> wrote:

Hi Elise,

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The vendor information has been completed.

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Thank you,

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Laura Cole

Cole Pro Media, President

925-787-9121

Sent from my iPhone

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On Jul 20, 2020, at 5:47 AM, Elise Lewis <[elewis@ashevillenc.gov](mailto:elewis@ashevillenc.gov)> wrote:

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!

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

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**Elise Lewis**

Financial Business Manager

Asheville Police Department

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On Fri, Jul 17, 2020 at 3:20 PM Elise Lewis <[elewis@ashevillenc.gov](mailto:elewis@ashevillenc.gov)> wrote:

You can use 100 CourtÂ Plaza, Asheville, NC 28801. Thank you!

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**Elise Lewis**

Financial Business Manager

Asheville Police Department

P.O. Box 7148

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Â

(828) 259-5599 office

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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,

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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.

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Thank you,

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Laura Cole

Cole Pro Media, PresidentÂ

925-787-9121

Sent from my iPhone

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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 ColeÂ 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.Â 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.

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Thank you!

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<CPM â€" SCOPE OF WORK.pdf>

<92100079 - Cole Pro Media contrctt.pdf>