

From: Laura Cole <lcole@colepromedia.com>
Sent: 3/23/2020 12:43:55 PM
To: Captain Jackie Stepp <jstepp@ashevillenc.gov>
Cc:
Subject: Re: Critical incidents communication

Hi Captain,

I will get this to you. Sorry Itâ€™s been crazy. Can you send me your address so I can send it to my insurance folks for them to put it on the certificates?

Thanks,

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

Asheville Police Department
Finance and Support Services Division
828.259.5915 Office
828.337.7478 Cell
828.250.8783 Fax
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Integrity, Fairness, Respect and Professionalism

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