

From: Laura Cole <lcole@colepromedia.com>
Sent: 7/23/2020 10:51:27 AM
To: Elise Lewis <elewis@ashevillenc.gov>
Cc:
Subject: Re: Cole Pro Media contract with APD

Hi Elise,

I'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?

Thank you,

Laura

Sent from my iPhone

On Jul 23, 2020, at 10:49 AM, Elise Lewis <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.

Thank you

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

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

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

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

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



On Mon, Jul 20, 2020 at 10:36 AM Laura Cole <lc@colepromedia.com> wrote:
Hi Elise,

The vendor information has been completed.

Thank you,

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

Sent from my iPhone

On Jul 20, 2020, at 5:47 AM, Elise Lewis <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!

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

Elise Lewis

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

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elewis@ashevillenc.gov



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

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



On Fri, Jul 17, 2020 at 3:15 PM Laura Cole <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> 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!

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



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

<CPM - SCOPE OF WORK.pdf>

<92100079 - Cole Pro Media contrct.pdf>