

**From:** Captain Jackie Stepp <jstepp@ashevillenc.gov>  
**Sent:** 3/16/2020 8:39:33 AM  
**To:** Laura Cole <lcole@colepromedia.com>  
**Cc:**  
**Subject:** Critical incidents communication

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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