

**From:** Captain Jackie Stepp <jstepp@ashevillenc.gov>  
**Sent:** 3/23/2020 2:04:10 PM  
**To:** Laura Cole <lcole@colepromedia.com>  
**Cc:**  
**Subject:** Re: Critical incidents communication

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100 Court Plaza, Asheville, NC 28801

Captain Jackie Stepp  
Asheville Police Department  
Finance and Support Services Division  
828.259.5915 Office  
828.337.7478 Cell  
828.250.8783 Fax  
[jstepp@ashevillenc.gov](mailto:jstepp@ashevillenc.gov)

Integrity, Fairness, Respect and Professionalism

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On Mon, Mar 23, 2020 at 1:09 PM Laura Cole <[lcole@colepromedia.com](mailto:lcole@colepromedia.com)> wrote:

Hi Captain,

I filled out the vendor form. Let me know you got it. Also, once you get me the address that should be listed on insurance documents I will send that to my insurance people.

LC

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:** Captain Jackie Stepp <[jstepp@ashevillenc.gov](mailto:jstepp@ashevillenc.gov)>

**Date:** Monday, March 23, 2020 at 9:35 AM

**To:** Laura Cole <[lcole@colepromedia.com](mailto: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](mailto:jstepp@ashevillenc.gov)>

**Date:** Mon, Mar 16, 2020 at 8:39 AM

**Subject:** Critical incidents communication

**To:** Laura Cole <[lcole@colepromedia.com](mailto: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

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