

**To:** jeffrey E.[jeevacation@gmail.com]  
**From:** Lesley Groff  
**Sent:** Sun 10/15/2017 6:06:00 PM  
**Subject:** Re: [REDACTED] hotel room needs to be paid for...

Thank you!!!!

Sent from my iPhone

On Oct 15, 2017, at 2:00 PM, jeffrey E. <jeevacation@gmail.com> wrote:

ok

On Sun, Oct 15, 2017 at 7:59 PM, Lesley Groff <[REDACTED]> wrote:

We need to fill out a credit card authorization form to pay for [REDACTED] hotel room Monday Oct. 16th...the department that sends the CC authorization forms is not open until tomorrow morning at 9am Moscow time. I am hoping [REDACTED] (or could [REDACTED]) call the hotel at 9am Moscow time tomorrow, get the CC form, fill it out, sign and send back to them? [REDACTED] says she does not have a CC she can check in with herself. Her flight will arrive Moscow at 7:25am (Aeroflot [REDACTED])

I would really like to know this can be taken care of...

The room is reserved under [REDACTED] name. The Amex Record Locator is [REDACTED]

**Hotel  
Infor  
mati  
on**

Hotel

**PARK INN BY RD SADU  
MOSCOW**

Address

17 Bolshaya Polyanka  
MOSCOW RU 119180

Telephone

[REDACTED]  
Mon 16 Oct 2017

Check In Date

[REDACTED]  
Tue 17 Oct 2017

Check Out Date

[REDACTED]  
RUB 11300 / per night  
May be subject to local  
taxes, service charges, and  
daily resort fees if  
applicable

Confirmation Number

Base Rate

Cancel By 6 Pm Day Of  
Arrival

Cancellation Policy

Confirmed

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please note

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