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**From:** [REDACTED] <[REDACTED]>  
**Sent:** Friday, June 22, 2012 6:31 PM  
**To:** Lesley Groff  
**Cc:** [REDACTED] [REDACTED] [REDACTED]  
**Subject:** Re: double checking

I did leave the welcome letter.

[REDACTED], would you be able to call today to set up cleaners for 10N on Monday? Sorry..I don't have any of the numbers. Thanks.

On Jun 22, 2012, at 7:49 AM, Lesley Groff <[REDACTED]> wrote:

> Hey [REDACTED]...so are you all set with someone to clean 10N on Monday so Jerry Barton can stay Tuesday 26th night?  
Jerry is due to arrive at 11am on Tuesday and will be out on Wednesday 27th by 7:30 am...  
>  
> ah! and did you leave the Welcome Letter for him with the doorman the other day?  
<?xml version=.0" encoding=TF-8"?>  
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    <key>remote-id</key>  
    <string>11671</string>  
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