
From: Richard Kahn [REDACTED]
Sent: Wednesday, September 3, 2014 9:45 PM
To: jeffrey E.
Subject: Fwd: AC Atelier July and August Invoice
Attachments: 2014_July and August Invoices.pdf; Untitled attachment 00061.htm

just received and need to review however i wanted to send right away

total billings (including travel expenses of \$5,521.59) - July & August 54,801.59
less: retainer = (30,000.00)
total due = 24,801.59

Richard Kahn
HBRK Associates Inc.
575 Lexington Avenue 4th Floor
New York, NY 10022
[REDACTED]

Begin forwarded message:

From: Amy Cassell [REDACTED]
Subject: AC Atelier July and August Invoice
Date: September 3, 2014 at 3:35:18 PM EDT
To: [REDACTED]

Dear Rich,

Per our discussion yesterday, attached please find the July and August Invoice. Moving forward an invoice will be prepared at the end of each month.

The following files are included with the invoice:

1. Hourly Timesheets per week for each team member including myself, per the published rates
2. Receipts and Credit Card Statements for the travel reimbursable expenses

One item to note, for the trip to the island on 7-30-14, the airfare was changed several times per Jeffrey's request, however, once in NY, he had one of his assistants purchase a direct flight to the island for 07-31-14, rather than the flight that I had booked which took me through San Juan. This allowed me more time on site. Unfortunately, I was

not able to negotiate a refund from Jet Blue nor was I able to apply a credit to a future flight. I don't know how you and Jeffrey want to handle this, it was an expensive ticket to begin with and then to only be able to use 1 leg, does seem a waste. I would be happy to discuss it further, if you believe it's not a viable expense to Jeffrey.

Certainly, let me know if there are further questions.

My best,
Amy

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