

To: Cathy O'Connell[coconnell@tinyjewelbox.com]; Jenkins, Donna[Jenkins.Donna@epa.gov]
Cc: Hupp, Millan[hupp.millan@epa.gov]
From: McMurray, Forrest
Sent: Tue 8/15/2017 1:44:50 PM
Subject: RE: FOUNTAIN PENS/JOURNALS

Good morning Cathy,

Just confirming both the seal and signature. Thank you for all of your help!

Forrest McMurray

From: Cathy O'Connell [mailto:coconnell@tinyjewelbox.com]
Sent: Tuesday, August 15, 2017 9:39 AM
To: Jenkins, Donna <Jenkins.Donna@epa.gov>
Cc: Hupp, Millan <hupp.millan@epa.gov>; McMurray, Forrest <mcmurray.forrest@epa.gov>
Subject: RE: FOUNTAIN PENS/JOURNALS

Thanks Donna,

Confirm you want seal and signature. I will forward what I have to vendor to get price quote.

Cathy

Cathy O'Connell

Tiny Jewel Box

202-654-1663

From: Jenkins, Donna [mailto:Jenkins.Donna@epa.gov]
Sent: Tuesday, August 15, 2017 7:22 AM
To: Cathy O'Connell
Cc: Hupp, Millan; McMurray, Forrest
Subject: FW: FOUNTAIN PENS/JOURNALS

GM Cathy,

Per the nor below from Millan Hupp. We would like to proceed with the Fountain Pens (Silver). Once the vendor gets the request can we get a PROOF fore final review please. Also, can I get a Quote for funding.

Thank you and have a safe day.

From: Hupp, Millan
Sent: Monday, August 14, 2017 6:27 PM
To: Jenkins, Donna <Jenkins.Donna@epa.gov>
Cc: McMurray, Forrest <mcmurray.forrest@epa.gov>
Subject: Re: FOUNTAIN PENS/JOURNALS

Yes, please order. Thank you.

Sent from my iPhone

On Aug 14, 2017, at 6:12 AM, Jenkins, Donna <Jenkins.Donna@epa.gov> wrote:

GM Millan,

The cost for the Qty. 12 Fountain Pens will be around \$1,560.00. All the other items total cost is around \$1,670.00 which these items are in process . Please advise.

Thank you and have a nice day.

From: Hupp, Millan
Sent: Saturday, August 12, 2017 2:22 PM
To: Jenkins, Donna <Jenkins.Donna@epa.gov>
Cc: McMurray, Forrest <mcmurray.forrest@epa.gov>

Subject: Re: FOUNTAIN PENS/JOURNALS

What will be total cost of the order, please?

Sent from my iPhone

On Aug 11, 2017, at 10:53 AM, Jenkins, Donna <Jenkins.Donna@epa.gov> wrote:

GM Millan,

I called to let you know that I spoke to Cathy O'Connell Tiny Jewel Box. Vendor is requesting a QUANTITY of 12 for the Fountain Pens and the Journals will take 2 weeks. Cathy will EXPEDITE the orders. Please advise.

Thank you

Donna C. Jenkins

Staff Assistant

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