

Message

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**From:** Woodward, Cheryl [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7A0D6A3AF92640248638CA24FE87A777-WOODWARD, CHERYL]  
**Sent:** 6/29/2017 2:42:59 PM  
**To:** Jenkins, Donna [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=76d48924578d469ea4bc96914ff53d9a-Djenki02]; Lee, Jennifer [leej@si.edu]; Wilson, SeVera [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=60a3519ea3014c2bb3bdeb9cc53c9aa5-Wilson, SeVera]; Wojciech Swierdzewski [wswierdzewski@artexfas.com]  
**CC:** Matt Curran [mcurran@artexfas.com]; Hale, Michelle [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=cb99f5247ab8412fa017133839301fee-Hale, Miche]; Baker, Philip [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=a62626c491e04aca82f5bdd2cb93aa6b-Baker, Phil]; Amanda Otto [aotto@artexfas.com]  
**Subject:** RE: need to cancel

Cleared 10-12 noon if that works with everyone's schedule.

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**From:** Jenkins, Donna  
**Sent:** Thursday, June 29, 2017 10:42 AM  
**To:** Lee, Jennifer <leej@si.edu>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Wojciech Swierdzewski <wswierdzewski@artexfas.com>  
**Cc:** Matt Curran <mcurran@artexfas.com>; Hale, Michelle <hale.michelle@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Amanda Otto <aotto@artexfas.com>  
**Subject:** RE: need to cancel

GM Cheryl,

Per the note below can you provide a time on Monday please.

Thank you

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**From:** Lee, Jennifer [mailto:leej@si.edu]  
**Sent:** Thursday, June 29, 2017 10:32 AM  
**To:** Wilson, SeVera <Wilson.SeVera@epa.gov>; Wojciech Swierdzewski <wswierdzewski@artexfas.com>  
**Cc:** Matt Curran <mcurran@artexfas.com>; Hale, Michelle <hale.michelle@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Jenkins, Donna <jenkins.Donna@epa.gov>; Woodward, Cheryl <Woodward.Cheryl@epa.gov>; Amanda Otto <aotto@artexfas.com>  
**Subject:** RE: need to cancel

Hi SeVera,

I just spoke with Wojciech about your proposal. That is not supportable for Artex or for me. Artex would have to charge you for the overtime and find volunteers to work extra. I'm not available either and I need to be present for installation.

Is Monday during regular business hours a possibility?

*-Jenni*

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**From:** Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]  
**Sent:** Thursday, June 29, 2017 9:58 AM

**To:** Wojciech Swierdzewski <[wswierdzewski@artexfas.com](mailto:wswierdzewski@artexfas.com)>

**Cc:** Matt Curran <[mcurran@artexfas.com](mailto:mcurran@artexfas.com)>; Hale, Michelle <[hale.michelle@epa.gov](mailto:hale.michelle@epa.gov)>; Lee, Jennifer <[leej@si.edu](mailto:leej@si.edu)>; Baker, Philip <[baker.philip@epa.gov](mailto:baker.philip@epa.gov)>; Jenkins, Donna <[Jenkins.Donna@epa.gov](mailto:Jenkins.Donna@epa.gov)>; Woodward, Cheryl <[Woodward.Cheryl@epa.gov](mailto:Woodward.Cheryl@epa.gov)>; Amanda Otto <[aotto@artexfas.com](mailto:aotto@artexfas.com)>

**Subject:** Re: need to cancel

Hello what are the chances of the installation taking place on Friday evening or Saturday morning? Thanks

Sent from my iPhone

On Jun 29, 2017, at 8:56 AM, Wojciech Swierdzewski <[wswierdzewski@artexfas.com](mailto:wswierdzewski@artexfas.com)> wrote:

Good morning,

We could do this job tomorrow, as long as you have the hanging rods. Would morning work for everyone?

Best regards,

Wojciech (Voytek) Swierdzewski

Dispatcher

<image001.png>

8712 Jericho City Dr.  
Landover, MD 20785  
Main: 301.350.5500  
Direct: Ex. 6  
TF: 800.652.7839

[www.artexfas.com](http://www.artexfas.com)

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**From:** Wilson, SeVera [<mailto:Wilson.SeVera@epa.gov>]

**Sent:** Wednesday, June 28, 2017 5:27 PM

**To:** Matt Curran <[mcurran@artexfas.com](mailto:mcurran@artexfas.com)>; Hale, Michelle <[hale.michelle@epa.gov](mailto:hale.michelle@epa.gov)>; Lee, Jennifer <[leej@si.edu](mailto:leej@si.edu)>; Baker, Philip <[baker.philip@epa.gov](mailto:baker.philip@epa.gov)>

**Cc:** Jenkins, Donna <[Jenkins.Donna@epa.gov](mailto:Jenkins.Donna@epa.gov)>; Woodward, Cheryl <[Woodward.Cheryl@epa.gov](mailto:Woodward.Cheryl@epa.gov)>; Wojciech Swierdzewski <[wswierdzewski@artexfas.com](mailto:wswierdzewski@artexfas.com)>; Amanda Otto <[aotto@artexfas.com](mailto:aotto@artexfas.com)>

**Subject:** RE: need to cancel

Great. Thank you.

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**From:** Matt Curran [<mailto:mcurran@artexfas.com>]

**Sent:** Wednesday, June 28, 2017 5:26 PM

**To:** Hale, Michelle <[hale.michelle@epa.gov](mailto:hale.michelle@epa.gov)>; Lee, Jennifer <[leej@si.edu](mailto:leej@si.edu)>; Baker, Philip <[baker.philip@epa.gov](mailto:baker.philip@epa.gov)>; Wilson, SeVera <[Wilson.SeVera@epa.gov](mailto:Wilson.SeVera@epa.gov)>

**Cc:** Jenkins, Donna <[Jenkins.Donna@epa.gov](mailto:Jenkins.Donna@epa.gov)>; Woodward, Cheryl <[Woodward.Cheryl@epa.gov](mailto:Woodward.Cheryl@epa.gov)>; Wojciech Swierdzewski <[wswierdzewski@artexfas.com](mailto:wswierdzewski@artexfas.com)>; Amanda Otto <[aotto@artexfas.com](mailto:aotto@artexfas.com)>

**Subject:** RE: need to cancel

Hi Michelle,

I think we can do Friday Wojciech will have to confirm when he gets back to the office tomorrow morning.

Thanks,

Matt

**Matthew Curran**  
Client Service Representative

ARTEX Fine Art Services

Dirrect: Ex. 6

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**From:** Hale, Michelle [<mailto:hale.michelle@epa.gov>]  
**Sent:** Wednesday, June 28, 2017 5:21 PM  
**To:** Matt Curran <[mcurran@artexfas.com](mailto:mcurran@artexfas.com)>; Lee, Jennifer <[leej@si.edu](mailto:leej@si.edu)>; Baker, Philip <[baker.philip@epa.gov](mailto:baker.philip@epa.gov)>; Wilson, SeVera <[Wilson.SeVera@epa.gov](mailto:Wilson.SeVera@epa.gov)>  
**Cc:** Jenkins, Donna <[Jenkins.Donna@epa.gov](mailto:Jenkins.Donna@epa.gov)>; Woodward, Cheryl <[Woodward.Cheryl@epa.gov](mailto:Woodward.Cheryl@epa.gov)>; Wojciech Swierdzewski <[wswierdzewski@artexfas.com](mailto:wswierdzewski@artexfas.com)>  
**Subject:** RE: need to cancel

Any possibility that we can schedule for this Friday???

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**From:** Matt Curran [<mailto:mcurran@artexfas.com>]  
**Sent:** Wednesday, June 28, 2017 5:15 PM  
**To:** Hale, Michelle <[hale.michelle@epa.gov](mailto:hale.michelle@epa.gov)>; Lee, Jennifer <[leej@si.edu](mailto:leej@si.edu)>; Baker, Philip <[baker.philip@epa.gov](mailto:baker.philip@epa.gov)>; Wilson, SeVera <[Wilson.SeVera@epa.gov](mailto:Wilson.SeVera@epa.gov)>  
**Cc:** Jenkins, Donna <[Jenkins.Donna@epa.gov](mailto:Jenkins.Donna@epa.gov)>; Woodward, Cheryl <[Woodward.Cheryl@epa.gov](mailto:Woodward.Cheryl@epa.gov)>; Wojciech Swierdzewski <[wswierdzewski@artexfas.com](mailto:wswierdzewski@artexfas.com)>  
**Subject:** RE: need to cancel

Hi Michelle,

It is too late, at 4PM we needed to tell our crew weather they were working or not and we told them they were not. I did not want to have to charge a cancellation fee and that was the cut off.

Can we work on the next time the area will be available.

Thanks,

Matt

**Matthew Curran**  
Client Service Representative

ARTEX Fine Art Services

Dirrect: Ex. 6

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**From:** Hale, Michelle [<mailto:hale.michelle@epa.gov>]  
**Sent:** Wednesday, June 28, 2017 5:10 PM  
**To:** Lee, Jennifer <[leej@si.edu](mailto:leej@si.edu)>; Baker, Philip <[baker.philip@epa.gov](mailto:baker.philip@epa.gov)>; Wilson, SeVera <[Wilson.SeVera@epa.gov](mailto:Wilson.SeVera@epa.gov)>  
**Cc:** Jenkins, Donna <[Jenkins.Donna@epa.gov](mailto:Jenkins.Donna@epa.gov)>; Woodward, Cheryl <[Woodward.Cheryl@epa.gov](mailto:Woodward.Cheryl@epa.gov)>; Matt Curran <[mcurran@artexfas.com](mailto:mcurran@artexfas.com)>  
**Subject:** RE: need to cancel  
**Importance:** High

Please do not cancel yet. I'm hearing we may have some in the building – Phillip Baker had mentioned to Cheryl that we have these.

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**From:** Lee, Jennifer [<mailto:leej@si.edu>]  
**Sent:** Wednesday, June 28, 2017 5:05 PM  
**To:** Hale, Michelle <[hale.michelle@epa.gov](mailto:hale.michelle@epa.gov)>  
**Cc:** Jenkins, Donna <[Jenkins.Donna@epa.gov](mailto:Jenkins.Donna@epa.gov)>; Woodward, Cheryl <[Woodward.Cheryl@epa.gov](mailto:Woodward.Cheryl@epa.gov)>; Matt Curran ([mcurran@artexfas.com](mailto:mcurran@artexfas.com)) <[mcurran@artexfas.com](mailto:mcurran@artexfas.com)>  
**Subject:** RE: need to cancel

Thank you, Michelle. Once you have the installation system, please let Matt Curran from Artex (copied here) and me know and we can get this rescheduled.

Best,

Jenni Lee  
Assistant Registrar, Exhibitions & Loans  
Smithsonian American Art Museum

Ex. 6

[LeeJ@si.edu](mailto:LeeJ@si.edu)

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**From:** Hale, Michelle [<mailto:hale.michelle@epa.gov>]  
**Sent:** Wednesday, June 28, 2017 4:38 PM  
**To:** Lee, Jennifer <[leej@si.edu](mailto:leej@si.edu)>  
**Cc:** Jenkins, Donna <[Jenkins.Donna@epa.gov](mailto:Jenkins.Donna@epa.gov)>; Woodward, Cheryl <[Woodward.Cheryl@epa.gov](mailto:Woodward.Cheryl@epa.gov)>  
**Subject:** need to cancel  
**Importance:** High

Jenni,

Yes, we need to reschedule. SeVera is going to order the installation system asap.

Michelle Hale  
Executive Assistant to the Administrator  
Environmental Protection Agency  
1200 Pennsylvania Ave., NW,  
WJCS, Suite 3000  
Washington, D.C. 20460  
(202) 564-1430

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