

Message

From: Mindala Wilcox [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b46bfd8a1e12482fb4f973bea21d23c4-Mindala Wilcox]
on behalf of Mindala Wilcox
Sent: 12/16/2019 2:39:43 PM
To: Cynthia Robinson [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=e41ffdde22854399b88fa7947a3f9c50-Cynthia Robins]
Subject: FW: LA Times Contact

Please contact Katie and advise that we will be submitting a 10 page legal ad this week for publication on Friday. Please find out if the City currently has an account that they can charge the bill to. I need to know if we're going to need to coordinate payment with Purchasing prior to this Friday or if we can just process the bill like usual. Thanks.

Respectfully,

Mindy Wilcox, AICP : Planning Manager : City of Inglewood
Economic and Community Development Department
Planning Division : One Manchester Boulevard : Inglewood, CA 90301
V(310) 412-5230 : mwilcox@cityofinglewood.org

EXCELLENCE in Public Service. **C**OMMITMENT to Problem Solving. **D**ETERMINATION to Succeed.

 PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING THIS EMAIL.

From: Lisa Maier [mailto:LMaier@esassoc.com]
Sent: Monday, December 16, 2019 1:31 PM
To: Cynthia Robinson <crobinson@cityofinglewood.org>; Mindala Wilcox <mwilcox@cityofinglewood.org>
Cc: IBECproject <IBECproject@esassoc.com>; Addie Farrell <AFarrell@esassoc.com>
Subject: LA Times Contact

Hi Mindy and Cynthia,

I have been working with Katie Gundell, below is her contact information. For publication, a legal ad would need to be finalized by 10AM the day prior to publication (i.e., 10AM Thursday for publication Friday). This includes: submission to LA Times, verification of draft, and completion of payment. Please let me know if you have any questions.

Katie Gundell
Inside Sales Associate
Phone (w) : 1-(714) 966-4610
E-mail: katherine.gundell@latimes.com
Los Angeles Times

Respectfully,

Lisa

Lisa Maier
Associate

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