

From: jrubard@kitstrom.com
To: employees@kitstrom.com
Cc:
Subject: Health Insurance

As you know, we have recently changed carriers for our health insurance at Kitstrom. Attached is a summary of the changes. We will have a webinar on May 1, 20-- at 1 p.m. to explain in more detail the benefits you will have with the new carrier. We believe you will be pleased with our new policy.

This will be an interactive webinar. You will have an opportunity to ask questions. Mabel Bauza from Human Resources will be conducting the webinar and a representative from Green Cross Insurance, our carrier, will be available to answer questions. The webinar should last approximately one hour.

The URL is www.kitstrom.com/benefits and the number to phone is 217-555-0130. Your access code 45619.

Jennifer Rubard, Human Resources

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September 23, 20--

Ms. Janet R. Jameson, Chair
National Convention Committee
Associated Writers of America
3462 West Grant Avenue
Omaha, NE 68111-1742

Dear Ms. Jameson:

Yes, we accept your invitation to participate as an exhibitor at the June convention. We have been strong believers in the work of the AWA and its many professional activities.

Thank you for sending a copy of the layout for the exhibits area. We prefer to have the two booths numbered 32 and 34 by the north entrance to the hall, with the addition of one double electrical outlet.

Please send us a price list of booth supplies so that we can place our order as soon as possible. The list should be sent by fax or regular mail to the office address given above. Also, would you let us know to whom our payment should be sent? An addressed envelope is enclosed for your convenience.

Sincerely,

Calvin Brown, Manager
Sales and Marketing

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Enclosure