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Public Reporting Burden. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Chief, Registration Unit, Counterespionage Section, National Security Division, U.S. Department of Justice, Washington, DC 20530; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

1. Name of Registrant <i>Law Hammond + Assoc., Inc</i>	2. Registration No. <i>5935</i>
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3. This amendment is filed to accomplish the following indicated purpose or purposes:

- To give a 10-day notice of change in information as required by Section 2(b) of the Act.
- To correct a deficiency in
 - Initial Statement
 - Supplemental Statement for the period ending *11/30/2009*
 - Other purpose (*specify*): _____
- To give notice of change in an exhibit previously filed.

4. If this amendment requires the filing of a document or documents, please list -
Invoices of all expenses incurred on behalf of CTO for 6 month period

5. Each item checked above must be explained below in full detail together with, where appropriate, specific reference to and identity of the item in the registration statement to which it pertains. (*If space is insufficient, a full insert page must be used.*)

No U.S. government officials or media representatives were guests, only free-lance writers

NSD/CES/REGISTRATION UNIT
2010 MAR 17 PM 12:50

EXECUTION

In accordance with 28 U.S.C. § 1746, the undersigned swear(s) or affirm(s) under penalty of perjury that he/she has (they have) read the information set forth in this registration statement and the attached exhibits and that he/she is (they are) familiar with the contents thereof and that such contents are in their entirety true and accurate to the best of his/her (their) knowledge and belief, except that the undersigned make(s) no representation as to the truth or accuracy of the information contained in the attached Short Form Registration Statement(s), if any, insofar as such information is not within his/her (their) personal knowledge.

(Date of signature)

(Type or print name under each signature¹)

3/5/2010

Lou Rena Hammond

Chairman/Founder



¹ This statement shall be signed by the individual agent, if the registrant is an individual, or by a majority of those partners, officers, directors or persons performing similar functions, if the registrant is an organization, except that the organization can, by power of attorney, authorize one or more individuals to execute this statement on its behalf.



LOU HAMMOND & ASSOCIATES, INC.

39 East 51st Street, New York, NY 10022-5901 • 212-308-8880 • Fax 212-891-0200 • e-mail lha@lhammond.com

www.louhammond.com

Invoice

Bill To
Sylma Brown Bramble Director (Ag.) CARIBBEAN TOURISM ORGANIZATION-USA, Inc. 80 Broad St Ste 3200 New York, NY 10004

Date
6/22/2009

Invoice #
31335

FOR: Out-of-pocket expenses incurred on your behalf during the month of May

Item	Description	Amount
Non-release Word Processing	Create name tags for PR Council meeting	24.00
Transportation	Taxi to/from CWINY meetings	34.60
Media Transportation	Flight for Indiana Monteverde for Caribbean Week	801.43
Media Transportation	Flight for Nicole Best, Caribbean Week	651.00
Event Charges	Re trade breakfast and PR Council meeting: flowers, room charge, food, drinks, clean-up	529.55
Federal Express	Fed Ex to Jonathan Hicks	17.64
Postage	Postage	4.82
Deliveries	Delivery	19.00
Photocopying	Copy April 2009 report	23.52
Photocopying	Color copies	137.20
Labor	Cut and assemble name tags for event	52.00
Labor	Set up and break down conference room/terrace	34.00
CD Duplication	Burn DVD	12.00
Labor	Copy press clips and bind April 2009 report	59.50
		NSD/CES/REGISTRATION UNIT 2010 MAR 17 PM 12:50
		Total \$2,400.26

Payable within 30 days of invoice. A charge of 1.5% per month will be made thereafter.

Account Summary - JAN 01 2009 to DEC 31 2009

<u>Account</u>	<u>Pieces</u>	<u>Postage</u>	<u>Surcharge</u>	<u>Total</u>
393	2	4.820	0.000	4.820
=====				
Grand Total:	2	4.820	0.000	4.820

End of Report

RUSH PICK-UP
*10% EXTRA COST

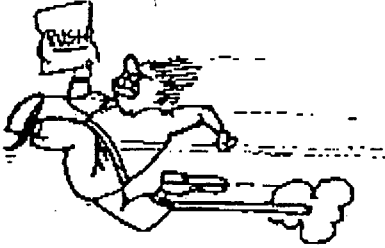
11:00 AM PICK-UP

3:00 PM PICK-UP

RUSH DELIVERY
*10% EXTRA COST

11:00 AM DELIVERY

3:00 PM DELIVERY



LOU HAMMOND & ASSOCIATES

DELIVERIES/PICKUPS (FORM U)

DATE: 5.20.09

*\$19.00,
1 Big
Box
Truck*

CHARGE: LHA

CLIENT: 393

TO/FROM: Frank DeCanio
Name

TEL: _____

COMPANY: Caribbean Tourism Organization

ADDRESS: 80 Broad Street, Suite 3200
New York, NY 10004
(please include floor and/or suite)

FROM (ACCT. PERSON): Susannah Gregory

SPECIAL INSTRUCTIONS: _____

BILLING DESCRIPTION: _____

RECEIVED:

SIGNATURE: *LHA* TIME: _____

PRINT LAST NAME: _____

DELIVERED/PICKED UP BY: _____

NO. TOKENS USED OR CAB FARE: _____

COLOR COPIES FORM (FORM Z)

3 at \$137.20

DATE: 5/15/09

ACCOUNT REP: Susannah G

CLIENT CHARGES: CTDC # 393

LHA CHARGE:

DESCRIPTION: Attached

TOTAL # OF COLOR COPIES: 36 Total

TOTAL COST: \$ 27.00

Gabriel Perez

From: Susannah Gregory
Sent: Friday, May 15, 2009 9:40 AM
To: Gabriel Perez
Subject: color clips

Hey guys:

Can I get one colored copy of each clip in the April folder below? please charge 393 (CTDC). Thx!

J:\TerryG\Images\Caribbean Tourism Development Company\Clips\2009\April

Susannah Gregory, Account Executive
Lou Hammond & Associates
39 E 51st St, New York, NY 10022
t: 212-891-0246 f: 212-891-0200
www.louhammond.com
www.twitter.com/louhammondpr

4	1
1	1
1	1
1	2
3	1
1	5
1	
2	
1	
2	
1	
1	
2	
2	
1	

COLOR COPIES FORM (FORM Z)

DATE: 5/21/09

ACCOUNT REP: Korin Lamour

CLIENT CHARGES: CTDC

LHA CHARGE:

DESCRIPTION: Attached (Media Awards)

TOTAL # OF COLOR COPIES: 258

TOTAL COST: \$ 103.20

COLOR COPIES FORM (FORM Z)

DATE: 5/18/09

ACCOUNT REP: Susamah G

CLIENT CHARGES: CTDC

LHA CHARGE:

DESCRIPTION: color copies of name tags w logo
on it. (52)

TOTAL # OF COLOR COPIES: 7

TOTAL COST: \$ 7.00

OFFICE SERVICE SUPPORT FORM (FORM P)

DATE: 5/19/09

CLIENT: CTDC

ACCOUNT PERSON: Susannah G.

Please discuss with Office Service Manager: Yes No

I need your services on: 5/19/09

ADVISE BY 12 NOON DAY PRIOR

(indicate time below)

Set up deck by: 8:00 am

Tidy after a.m. meeting: 3:00 pm

Set up before lunch meeting:

Tidy after lunch meeting:

Break down deck:

Other:

* * *

ADVISE TWO DAYS PRIOR

OUTSIDE OR OTHER NEEDS:

Job Description:

Time: Location: Approximate hours:

Other:

* * *

OFFICE SERVICE SUPPORT LABOR TIME: 1 hour = \$34.00

CD/DVD TO BURN/COPY OF CD/DVD (FORM AA)

Date: 5/26/09

For: KORIN

Client/Charges: CTO # 393

Burn from: ANOTHER DVD.

Computer:

Quantity needed: 1 DVD.

Total Cost: \$12.00

WORK FORM FOR MAILROOM (FORM W)

Request Date: 5-26

Client: 393

Account Person: Korin

Latest Date Required: 5-26

Job Description: Please Fed Ex overnight to:

Jonathan Hicks

760 Union Street

Brooklyn, New York 11215

1 DVD.

LFTV

2 DVD

Please mark (X) tasks involved:

Do press kits

Send out release

Duplicate clips

Stick labels onto photos

Stuff invitations

Copy CD

Other

Job done and distributed on 4th & 5th floor when necessary. Date: _____

Original and extra copies received by: _____

Signature of Account Person

Please sign below if appropriate:

- * Rush would be less than two days' notice for 100 copies/pieces or more. If less than two days' notice, time and one-half cost to client.

Account Person

- ** Clips: One week notice required for duplication of 20 clips or more. If less than five days' notice, time and one-half cost to client.

Account Person

DATE 5/23/09

CLIENT Caribbean Tourism 393

SUBJECT: Caribbean Tourism Development April 2009 Reports.

TOTAL HOURS: 7 hr. ^{\$ 34.00}

DESCRIPTION (Please check [] tasks involved)

- 1. Collating and stuffing releases _____, brochures _____, photos _____ into press kit covers
- 2. Collating and stuffing releases _____, brochures _____, photos _____ and invitations _____ into envelopes
- 3. Stick labels onto envelopes
- 4. Stick labels onto photos
- 5. Stick photos onto caption sheets
- 6. Copy press clips (Organize in chronological order [optional])
- 7. Binding
- 8. Putting signatures on letters/ Matching names of envelopes with letters
- 9. Write out on P-touch tape and stick onto index tabs
- 10. Set up the sixth floor (includes deck)
- 11. Wrap gifts (includes wrapping and tie ribbons)
- 12. Set up gift bags (includes putting tissue and everything inside)
- 13. Outside job (Helping out in press events, etc)
- 14. Other:

2 @ \$59.50

LABOR FORM

DATE 5/18/09

CLIENT CTDC

SUBJECT: Name Tags for Event on the 19th

TOTAL HOURS: 3/4 hr = \$ 25.50

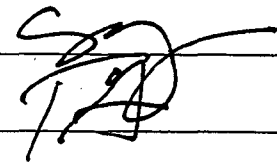
DESCRIPTION (Please check tasks involved)

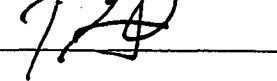
- 1. Collating and stuffing releases _____, brochures _____, photos _____ into press kit covers
- 2. Collating and stuffing releases _____, brochures _____, photos _____ and invitations _____ into envelopes
- 3. Stick labels onto envelopes
- 4. Stick labels onto photos
- 5. Stick photos onto caption sheets
- 6. Copy press clips (Organize in chronological order [optional])
- 7. Binding
- 8. Putting signatures on letters/ Matching names of envelopes with letters
- 9. Write out on P-touch tape and stick onto index tabs
- 10. Set up the sixth floor (includes deck)
- 11. Wrap gifts (includes wrapping and tie ribbons)
- 12. Set up gift bags (includes putting tissue and everything inside)
- 13. Outside job (Helping out in press events, etc)
- 14. Other:

Cut up each name tag printed in color that were 8
to a page and placed into individual name tag holders
(plastics) (50)

EXPENSE REPORT (FORM J)

CLIENT CODE: 393		NAME: Susannah Gregory		DATE:
• CLIENT-RELATED (Billable and Non-billable)				
DATE	DESCRIPTION*	TOTAL AMOUNT	WORK CODE	
5.6.09	taxi to Cwiny meeting	11.90		
5.6.09	taxi from Cwiny meeting	9.10		
<p>• NON-CLIENT</p> <p> BILLED 24100 FARE \$ 24100 FUEL \$ 10000 CONTACT TLC \$ 10000 CARD NUMBER: 0000 AUTH: 0000 I O NEW 0000 BACK # 00412890 MED # 1142 TRIP # 1142 DATE: 05/06/2009 START TIME 11:22 END TIME 11:45 RATE NO. 1142 MILES RI 1.45 FARE \$ 0.10 TIP/OTHER 1.00 GR. TOT. 9.10 </p> <p> MED# 4NG4 05/06/09 TR 4751 START END MILES 09:51 10:11 1.3 REGULAR FARE RATE 1: \$ 10.90 SURCH: \$ 0.00 TIP : \$ 1.00 TOTAL: \$ 11.90 CARD TYPE: VISA XXXXXXXXXXXX8715 AUTH:071210 THANKS TO CONTACT TLC DIAL 3-1-1 </p>				

Employee Signature 

Approval: 

Date: _____

Total Expenses \$ 21.00

(-) Less Advances \$ _____

(+) Due Employee \$ 21.00

(-) Due LHA \$ _____

Work Codes: A: Entertainment *(indicate name, title, company, type: lunch, dinner, etc.); B: Business Meals *(see above); C: Travel; D: Media Contacts; E: Out-of-Pocket; F: Petty Cash Adv.

Total
\$ 34.60

AMERICAN EXPRESS FORM (FORM N)

Use of company credit card: Before charging on the company AMEX card, you must complete the following and e-mail to Mary:

TO: MARY/CONTROLLER

DATE: 5-18-2009

VENDOR: Orbitz.com

CLIENT # 393

APPROX. AMOUNT: 801.43

DESCRIPTION: Flight for Indiana Monteverde for Caribbean Week

NAME: Korin Lamourt

All items under \$100 should be charged to your personal card and reimbursed by expense account.

Approved by Controller: _____

Date: _____

Korin Lamourt

From: OrbitzTLC [travelercare@orbitz.com]
Sent: Monday, May 18, 2009 10:46 AM
To: Korin Lamourt
Subject: Travel Document - New York 6/10/09



Your Travel Document

Hello Korin,

Thanks for traveling with Orbitz. This e-mail confirms the ticket number(s) issued for the "New York 6/10/09" trip.

Visit "[My Trips](#)" to add this reservation to your calendar.

Ticket Information

Passenger(s): INDIANA MONTESMONTEVERDE

Mexicana record locator: CKDOAT
Ticket type requested: electronic (e-ticket)
Orbitz record locator: AP110101NQAHBIBD
Airline ticket number(s): 1327445635774

The Secretary of the U.S. Department of Homeland Security is unable to determine whether Venezuelan airports that serve as the last point of departure for non-stop flights to the U.S. maintain and carry out effective aviation security measures in accordance with the Standards and appropriate Recommended Practices established by the International Civil Aviation Organization (ICAO). For more information, visit www.tsa.gov.

Please note: Additional baggage charges may apply.

Wednesday, June 10, 2009
Mexicana # 374

Caracas Simon Bolivar (CCS) to Mexico City Benito Juarez International (MEX)

Departure (CCS): June 10, 7:30 AM VET (morning)
Arrival (MEX): June 10, 12:10 PM CDT (afternoon)
Class: Economy

Seat: 9D | Seat is confirmed [view/change seats](#)

Wednesday, June 10, 2009
Mexicana # 2

May 18, 2009



OrbitzTLCSM Alerts

Flight status alerts are set up for the following people.

[Korin Lamourt](#)
910-297-9935
Phone call
Receiving: Airport
Advisories

[Update alert settings](#)

[Learn more](#)

New! Look up your itinerary and flight status on your mobile phone at mobile.orbitz.com.

[Learn more](#)

Great rates

Click for car rates in New York



Add a car



Add Airline
Ticket
Protector



(provided by
Access America)

Check out [News & Guides](#) for the latest travel news, tips, flying forecasts and

Mexico City Benito Juarez International (MEX) to New York John F Kennedy Intl (JFK)
Departure (MEX): June 10, 4:40 PM CDT (afternoon)
Arrival (JFK): June 10, 10:30 PM EDT (evening)

Class: Economy

Seat: 12C | Seat is confirmed view/change seats | JFK

Have your travel plans changed? Many tickets can be exchanged or cancelled online by visiting "My trips" and clicking the Change/cancel airline ticket option.

Cost and billing summary

Purchase Confirmation

Total airfare: \$801.43USD (including taxes)

Unless otherwise specified, all costs are provided in US dollars.

Price Assurance: Get a cash refund if another customer books the same flight at a lower price. [How it works](#)

Please note that your fare may carry restrictions. Changes to your itinerary may result in additional fees. Review the fare rules in "[My Trips](#)" to learn more.

Important notice related to ticket [terms and conditions](#).

Billing Information

Credit card holder's name: LOU HAMMOND
Credit card type: American Express
Credit card number: xxxxxxxxxxxx2008

Address:
39 EAST 51ST STREET

NEW YORK, NY 10022
United States

E-mail: korinl@hammond.com

Sign-in Instructions

Sign-in instructions

We have created a temporary password that will allow you

helpful resources for planning your trip.



New! Look up your itinerary and flight status on your [mobile phone](#) at mobile.orbitz.com.

Check out [OrbitzTLC](#) for the latest travel news, tips and resources for planning your trip.

Get the latest travel deals, including airfare sales and hotel offers, by e-mail. [Sign up now.](#)

This purchase is subject to our [Privacy Policy](#) and our [Terms and Conditions](#).

to access your account and trip information.

After logging in, you will be prompted to create a new password. Once you've changed your password you can:

- access your booked trips
- print and e-mail your itineraries
- view and change your seats (if available)
- change or cancel your reservations
- set up OrbitzTLCSM Alerts to receive updates on flight delays and cancellations by mobile phone.

At the airport

At the airport

Enjoy a hassle-free airport experience with these travel tips from OrbitzTLC:

- Remember to print a copy of this e-mail and bring it with you to the airport. Your itinerary and ticket numbers may be required for check-in and/or Immigration.
- Remember to bring a valid government-issued photo ID to the airport. Check specific visa and passport requirements.
- Obtain your boarding pass before entering the security checkpoint. See more check-in tips.
- Plan ahead and arrive early for airport security. Please review these updated security and packing guidelines, as they may change periodically.

Check-in Information

Because you're traveling with an e-ticket, no ticket will be mailed to you.

International Travel

Check visa and passport requirements.

Lastly, you can always look up your reservation under "My Trips" or on your mobile phone at mobile.orbitz.com. If you have any questions, you can e-mail us.

Schedule Changes

Schedule Changes

You may receive an e-mail from Orbitz if a schedule change occurs prior to or during your trip. Such changes also will be noted in "My Trips". We recommend you check there periodically before your trip.

If there are changes to the flight(s), bring a printout with the updated itinerary and ticket number(s) to the airport. We will

ORBITZ TLC
Mobile Access



send you an e-mail 2-3 days before departure.

Lastly, you can always look up your reservation under "**My Trips**"

Thank you for choosing Orbitz.

Enjoy your trip!

OrbitzTLC Team

P.S. Need an answer? Check out our [Customer Service](#) section.

[Custom Vacations](#) | [Hotels](#) | [Flights](#) | [Cars](#) | [Cruise](#) | [Activities](#)



New!
Orbitz Insider Podcasts

Get the scoop on places to go
in **Your Destination**

[Learn More](#)

CREDIT CARD FORM (FORM K)

Use of company credit card: Immediately after charging on your group's credit card you must complete the following and give to the Controller:

AMERICAN EXPRESS VISA

TO: CONTROLLER

DATE: 6-1-09

VENDOR: American Airlines

CLIENT & CODE 393

APPROX. AMOUNT: 651.00

DESCRIPTION: Flight for Nicole Best, Caribbean Week

NAME: Korin

Charges over \$2,000 must have the Chairman or President's approval.

Approved by Chairman / President: _____





Date: _____

Note: This is not your receipt. You will be receiving your itinerary confirmation along with your receipt soon. You may print your Itinerary & Receipt directly from AA.com once the status is updated from "Purchased" to "Ticketed".

Reservation Details

Record Locator BKSZIW Your record locator is your reservation confirmation number and will be needed to retrieve or reference your reservation.	Status Purchased	Reservation Name
---	----------------------------	-------------------------

Your Itinerary

Carrier	Flight Number	Departing		Arriving		Cabin	Seats
		City	Date & Time	City	Date & Time	Booking Code	
 AMERICAN AIRLINES OPERATED BY AMERICAN EAGLE/EXECUTIVE	5047	GND Grenada	Jun 10, 2009 06:51 AM	SJU San Juan	Jun 10, 2009 09:05 AM	Economy O	9D
 AMERICAN AIRLINES	1416	SJU San Juan	Jun 10, 2009 11:25 AM	JFK New York	Jun 10, 2009 03:25 PM	Economy O	20D
 AMERICAN AIRLINES	1635	JFK New York	Jun 13, 2009 01:05 PM	SJU San Juan	Jun 13, 2009 05:05 PM	Economy O	35F
 AMERICAN AIRLINES OPERATED BY AMERICAN EAGLE/EXECUTIVE	5046	SJU San Juan	Jun 13, 2009 06:00 PM	GND Grenada	Jun 13, 2009 08:21 PM	Economy O	9D

Fare Summary

Average Fare per Person - 517.00 USD			
Passenger Type Used in Pricing	Fare per Person	Additional Taxes and Fees per Person	Total Price
1 Adult	517.00 USD	134.00 USD	651.00 USD
Total Price			651.00 USD

Summary Details

Credit Card Information

Card Type:	AMERICAN EXPRESS
Account #:	**** * 2008

Expiration Date:	*****
Description:	

Delivery Information

E-Ticket E-MAIL:	KORINL@LHAMMOND.COM
------------------	---------------------

Passenger Summary

Passenger Name(s)	Frequent Flyer Number	Program
(1) NICOLE BEST		

Contact Information

Email Address:	KORINL@LHAMMOND.COM
----------------	---------------------

Business ExtrAA Account Number:

Upgrade Reservation

Flight Number	Departing	Arriving	500-mile Upgrades Required per Person	Request Upgrade?
---------------	-----------	----------	---------------------------------------	------------------

500-mile Upgrades may be purchased at the airport or at a discount when purchased online.

Reminder:

- If your itinerary contains international flights, it is the sole responsibility of each passenger in the itinerary to have the proper documents for entry/re-entry into a country. To obtain documentation requirements, contact the embassy or consulate of all countries involved in your itinerary, including all countries in which you may be transiting. You can also contact your international carrier(s) for further information on documentation requirements, embargoes, travel advisories and/or additional requirements that may apply to the country or countries in your itinerary. Passengers will need to present Itinerary and Receipt (I & R) to an immigration officer upon request.
- Some fares purchased on AA Advantage participating airlines are not eligible for mileage accrual. View eligible booking codes and mileage accrual rates by airlines at www.aa.com/participantairlines.
- American Airlines will restrict boarding pass issuance when any uncollected Change Fees involving an itinerary change exist. To avoid any inconvenience to you, we encourage you to satisfy Change Fee collection with Reservations or your travel agent at the time the itinerary change is made.
- To expedite check-in, gate locations at airports will accept credit cards only. Passengers with Electronic tickets on international flights will need to present the Itinerary and Receipt (I & R) to an immigration officer upon request. If your I & R are not received by mail or post prior to departure, you will need to request one in person at the ticket counter.
- Many common items used every day in the home or workplace may be considered dangerous when transported in baggage by air. You must declare your dangerous goods to the airline. Failure to do so violates U.S. Federal Law.

CLOSE WINDOW



Dropped off: May 26, 2009

Cust. Ref.: 393

Ref.#2:

Payer: Shipper

Ref.#3:

- Distance Based Pricing, Zone 2
- Package Delivered to Recipient Address - Release Authorized

Automation INET
Tracking ID 796638326200
Service Type FedEx Priority Overnight
Package Type FedEx Box
Zone 02
Packages 1
Rated Weight 2.0 lbs, 0.9 kgs
Delivered May 27, 2009 09:24
Svc Area A2
Signed by see above
FedEx Use 00000000/0001486/02

Sender
LOU HAMMOND
LOU HAMMOND & ASSOCIATES, INC.
39 EAST 51 STREET
NEW YORK CITY NY 10022 US

Recipient
JONATHAN HICKS
760 UNION STREET
BROOKLYN NY 11215 US

Transportation Charge	20.05
Discount	-4.81
Residential Delivery	2.40
Total Charge	USD \$17.64



Client # 543

CONFERENCE ROOM BILLING FORM FOR EVENTS (FORM O)

This form is to be filled out and submitted to Controller, along with all other appropriate client charge forms, by 4:00 p.m. the day the event is held in the conference room.

- 1) Flowers: Receipt attached Yes No \$

 - 2) Linens: \$ 12.50
of napkins @ \$2.50/each 5
Use and subsequent cleaning of napkins

 - 3) Room Charge (Penthouse): \$
Up to 10 People, \$125.00 \$
Over 10 People, \$225.00 \$ _____
Kitchen Use/Chef, \$150.00 \$
Terrace Use, \$100.00 \$
Room for whole day \$300 \$ 300

 - 4) Soft drinks: \$ 4.50
of Cokes @ \$1.50 3 \$ 9.00
of Diet Cokes @ \$1.50 _____ \$ 7.50
of Perrier @ \$3.00 3
of evian @ \$2.50 3

 - 5) Wine: \$
of Bottles @ \$40/each

 - 6) Champagne: \$
of Bottles @ \$50/each _____

 - 7) Food: # People \$ 142.05
Delivery Charge \$

 - 8) Waiter service: \$175 per person x 1 \$
Check request attached Yes No

 - 9) Set-up/Clean-up time \$ 54.00
of hours @ \$27/hr. 2
(Must be accounted for if you do not hire wait staff)
- TOTAL: \$ 529.55

TYPE OF EVENT: Trade Breakfast/PR Council meeting
DATE: 5/19/09
PURPOSE:
GUEST NAME/HOST: CTOC
CHARGE:
STAFF MEMBER RESPONSIBLE: Korm Lamart

Fresco On The Go
40 East 52nd Street
New York, NY 10022
(212) 754-2700

959/2 05/15/09-ax 3 + 4 Tip
CASHIER 3 Table (DELIVERY)
DELIVERY

CORINNE

Blue Herons Associates
19 East 51st Street
6th Flr Park And Mad
Ny, NY 10022
212-991-0221

CALL CALL ON MONDAY TO CONFIRM

CONTINENTAL	40.00
ORANGE JUICE	22.50
GRILL MEAT	57.50

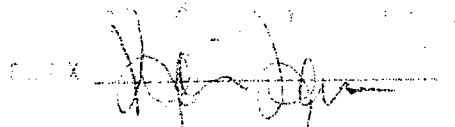
Items	120.00
Tax	10.00
Subtotal	130.00

Tip 12.00

TOTAL 142.00

05/15/09 08:07 AM 14487
HARMOND 4301 05/19 06:07 130.00

Please keep BOTTOM copy for your records



Thank You
For Dining At
FRESCO ON THE GO

CALL FOR TAKE-OUT OR DELIVERY

WORD PROCESSING – NON-RELEASE
May 2009
CARIBBEAN TOURISM DEVELOPMENT COMPANY - 393

DESCRIPTION OF WORK	TIME TO HANDLE	DOLLAR AMOUNT
Create name tags for PR Council Meeting	30 minutes	\$ 24.00
		\$ 24.00

TO: MARY
FROM: GUSTAVO
DATE: 5/18/09

Client: CTDC to be billed for related mailings.

Subject: Name Tags for Event on the 19th

RELEASES	PAGES	PAPER	
		LHA	CLIENT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ENVELOPES

LHA _____
9 X 12 _____
10 X 13 _____
Client _____
Others _____

LABELS _____
PHOTO BACKINGS _____

MISC. ITEMS

Description: Name Badges for Event (Plastics)
52 @ 1.00 = ~~52.00~~ \$ 52.00

RELEASES: \$ _____
ENVELOPES: \$ _____
LABELS: \$ _____
PHOTOBACKINGS: \$ _____
SETS OF DIVIDERS: \$ _____
SLIDE SLEEVES: \$ _____
BINDERS: \$ _____

TOTAL: \$ 52.00

The above prices include:

- Word processing of releases
- Word processing of envelopes and labels
- Photocopying
- Collating, stapling, folding and inserting
- Sealing, metering and mailing (excluding postage)
- LHA paper when used



LOU HAMMOND & ASSOCIATES, INC.

39 East 51st Street, New York, NY 10022-5901 • 212-308-8880 • Fax 212-891-0200 • e-mail lha@lhammond.com

www.louhammond.com

Invoice

Bill To
Sylma Brown Bramble Director (Ag.) CARIBBEAN TOURISM ORGANIZATION-USA, Inc. 80 Broad St Ste 3200 New York, NY 10004

Date
7/23/2009

Invoice #
31475

FOR: Out-of-pocket expenses incurred on your behalf during the month of June

Item	Description	Amount
Media Transportation	Flights for Melanie Reffes and Indiana Monteverde	860.42
Audio/Video Services	Radio and television clips	1,013.31
Transportation	Car service and taxis	195.73
Transportation	Amtrak ticket for Terry Gallagher for Annual Caribbean Tourism Summit	129.60
Miscellaneous	Purchase three issues of magazine	19.97
Transportation	Taxi to Caribbean Week in NY for Kate Erickson	11.30
Transportation	Taxi to Caribbean Week in NY for Kate Erickson	12.90
Transportation	Taxi to Caribbean Week in NY for Kate Erickson	13.08
Photography	Photography during Washington, DC Caribbean Tourism Summit	766.60
Photography	Photography during Caribbean Week in NY	1,703.75
Transportation	Taxis for Emily Santos re WPIX-TV segments and Govts of the Caribbean State Ball	102.00
Transportation	Car service	1,452.24
Non-release Word Processing	Create name tags for Caribbean Week press and exhibitors	72.00
Deliveries	Deliveries and pick-ups	87.00
Photocopying	Color copies	124.25
Photocopying	Copy Maginley Ball Address	3.20
Art Service	Layout design and programming for e-newsletter	2,597.50
		NSD/CES/REGISTRATION UNIT 2010 MAR 17 PM 12:50
Total		\$9,164.85

Payable within 30 days of invoice. A charge of 1.5% per month will be made thereafter.

RUSH PICK-UP
*10% EXTRA COST

11:00 AM PICK-UP

3:00 PM PICK-UP

RUSH DELIVERY
*10% EXTRA COST

11:00 AM DELIVERY

3:00 PM DELIVERY

\$15.00

LOU HAMMOND & ASSOCIATES

DELIVERIES/PICKUPS (FORM R)

DATE: 6/2/09

CHARGE: LHA

CLIENT: 393

TO/FROM: Marcia Parris
Name

TEL: (212) 210-2422

COMPANY: WPIX-TV

ADDRESS: 220 East 42nd, 2nd Fl.
(please include floor and/or suite)

FROM (ACCT. PERSON): Emily Santos

SPECIAL INSTRUCTIONS: _____

BILLING DESCRIPTION: _____

RECEIVED: _____

SIGNATURE: ALDO. TIME: _____

PRINT LAST NAME: _____

DELIVERED/PICKED UP BY: _____

NO. TOKENS USED OR CAB FARE: _____

Total ~~15.00~~
\$187.00

RUSH PICK-UP
*10% EXTRA COST

11:00 AM PICK-UP

3:00 PM PICK-UP

RUSH DELIVERY
*10% EXTRA COST

11:00 AM DELIVERY

3:00 PM DELIVERY

\$15.00

LOU HAMMOND & ASSOCIATES

DELIVERIES/PICKUPS (FORM R)

DATE: 6/1/09

CHARGE: LHA

CLIENT: 393

(TO/FROM: Marcia Parris
Name

TEL: (212) 210-2422

COMPANY: WPIX-TV

ADDRESS: 220 East 42nd St., 2nd Fl.
(please include floor and/or suite)

FROM (ACCT. PERSON): Emily Santos

SPECIAL INSTRUCTIONS: _____

BILLING DESCRIPTION: _____

RECEIVED:

SIGNATURE: [Signature] TIME: _____

PRINT LAST NAME: _____

DELIVERED/PICKED UP BY: _____

NO. TOKENS USED OR CAB FARE: _____

RUSH PICK-UP
*10% EXTRA COST

11:00 AM PICK-UP

3:00 PM PICK-UP

RUSH DELIVERY
*10% EXTRA COST

11:00 AM DELIVERY

3:00 PM DELIVERY

219.00

LOU HAMMOND & ASSOCIATES

DELIVERIES/PICKUPS (FORM R)

DATE: 6.4.09

CHARGE: LHA

CLIENT: 393

TO/FROM: Millie Lopez
Name

TEL: 212-635-9530

COMPANY: Caribbean Tourism Organization

ADDRESS: 80 Broad Street, Suite 3200
(please include floor and/or suite)

FROM (ACCT. PERSON): Susannah Gregory

SPECIAL INSTRUCTIONS: Please pick up two packages from CTO.

BILLING DESCRIPTION: _____

RECEIVED:

SIGNATURE: MPO TIME: _____

PRINT LAST NAME: _____

DELIVERED/PICKED UP BY: _____

NO. TOKENS USED OR CAB FARE: _____

RUSH PICK-UP
*10% EXTRA COST

11:00 AM PICK-UP

3:00 PM PICK-UP

RUSH DELIVERY
*10% EXTRA COST

11:00 AM DELIVERY

3:00 PM DELIVERY

219.00

LOU HAMMOND & ASSOCIATES

DELIVERIES/PICKUPS (FORM R)

DATE: 6.9.09

CHARGE: LHA

CLIENT: 393

TO/FROM: Annette Stowe
Name

TEL: 212-635-9530

COMPANY: Caribbean Tourism Organization

ADDRESS: 80 Broad Street, Suite 3200
(please include floor and/or suite)

FROM (ACCT. PERSON): Susannah Gregory

SPECIAL INSTRUCTIONS: Please pick up one envelope from the Caribbean Tourism Organization.

BILLING DESCRIPTION: _____

RECEIVED:

SIGNATURE: _____ TIME: _____

PRINT LAST NAME: _____

DELIVERED/PICKED UP BY: _____

NO. TOKENS USED OR CAB FARE: _____

RUSH PICK-UP
*10% EXTRA COST

11:00 AM PICK-UP

3:00 PM PICK-UP

RUSH DELIVERY
*10% EXTRA COST

11:00 AM DELIVERY

3:00 PM DELIVERY

¥19.00

LOU HAMMOND & ASSOCIATES

DELIVERIES/PICKUPS (FORM R)

DATE: 6/9/09

CHARGE: LHA

CLIENT: 393

TO/FROM: Angela Sinto
Name

TEL: 212-593-6415

COMPANY: PM Group

ADDRESS: 1110 Second Avenue, Floor 3 NY, NY 10022
(please include floor and/or suite)

FROM (ACCT. PERSON): Korin

SPECIAL INSTRUCTIONS: Please pick up document and return it to LHA offices

BILLING DESCRIPTION: _____

RECEIVED:

SIGNATURE: Mov TIME: _____

PRINT LAST NAME: _____

DELIVERED/PICKED UP BY: _____

NO. TOKENS USED OR CAB FARE: _____

COLOR COPIES FORM (FORM Z)

DATE: 6/18/09

ACCOUNT REP: Susannah G

CLIENT CHARGES: CTDC

LHA CHARGE:

DESCRIPTION: Attached

TOTAL # OF COLOR COPIES: 31

TOTAL COST: \$ 23.25

Total \$124.25

Gabriel Perez

From: Susannah Gregory
Sent: Thursday, June 18, 2009 2:19 PM
To: Gabriel Perez
Subject: color copies

Hey guys:

Can I get one colored copy of each release and invite below? I'll need these printed in color and also need them today. Let me know if you have any questions!

H:\CLIENTS\CaribbeanTourism\Releases\Releases Approved\2009\CWiNY
H:\CLIENTS\CaribbeanTourism\Projects-Events\Caribbean Week New York 2009\Media Alerts
H:\CLIENTS\CaribbeanTourism\Projects-Events\Caribbean Week New York 2009\Invites\INVITE - Media Marketplace.doc

THANKS!!

Susannah Gregory, Account Executive
Lou Hammond & Associates
39 E 51st St, New York, NY 10022
t: 212-891-0246 f: 212-891-0200
www.louhammond.com
www.twitter.com/louhammondpr

2	<u>1</u>	<u>1</u>
3	<u>1</u>	
2	<u>1</u>	
2	<u>1</u>	
2	<u>1</u>	
2		
2		
2		
2		
3		
2		
2		

COLOR COPIES FORM (FORM Z)

DATE: 6/10/09

ACCOUNT REP: Susannah G

CLIENT CHARGES: CTDC

LHA CHARGE:

DESCRIPTION: Attached

TOTAL # OF COLOR COPIES: 11

TOTAL COST: \$ 11.00

Gabriel Perez

From: Susannah Gregory
Sent: Wednesday, June 10, 2009 6:40 PM
To: Gabriel Perez
Subject: colored copies

Can I get one colored copy of each certificate? Actually I need TWO for the first one "Elite Island Resorts" - THANKS!!!!

H:\CLIENTS\CaribbeanTourism\Projects-Events\Caribbean Week New York 2009\Prize Trips\Trips\Elite Island Resorts - Certificate.pdf (2 copies) - 4 x 2

H:\CLIENTS\CaribbeanTourism\Projects-Events\Caribbean Week New York 2009\Prize Trips\Trips\Caribbean Week certificate - Nisbet Beach Club.pdf (1 copy) - 1

H:\CLIENTS\CaribbeanTourism\Projects-Events\Caribbean Week New York 2009\Prize Trips\Trips\GIFT CERTIFICATE - Moxon's Beach Club.doc (1 copy) - 1

H:\CLIENTS\CaribbeanTourism\Projects-Events\Caribbean Week New York 2009\Prize Trips\Trips\Caribbean Week 2009.pdf (1 copy) - 1

Susannah Gregory, Account Executive
Lou Hammond & Associates
39 E 51st St, New York, NY 10022
t: 212-891-0246 f: 212-891-0200
www.louhammond.com
www.twitter.com/louhammondpr

CD'S TO BURN/COPY OF CD'S (FORM AA)

Date: 6/22/09

For: Susannah G

Client/Charges: CTDC # 393

Burn from:

Computer:

Quantity needed: 4 DVD

Total Cost: \$ 30.00

Gabriel Perez

From: Susannah Gregory
Sent: Monday, June 22, 2009 2:37 PM
To: Gabriel Perez
Subject: DVD copies

Hey guys:

Can I get this video copied onto 4 discs? Please charge CTDC – 393.

J:\TerryG\Video\CTDC\CWiNY 09\PIX Morning News - Sparkle in Sand segment.wmv

Thanks!
SG

Susannah Gregory, Account Executive
Lou Hammond & Associates
39 E 51st St, New York, NY 10022
t: 212-891-0246 f: 212-891-0200
www.louhammond.com
www.twitter.com/louhammondpr

7/15/2009

COLOR COPIES FORM (FORM Z)

DATE: 6/12/09

ACCOUNT REP: Emily Santos.

CLIENT CHARGES: Caribbean Tourism # 393.

LHA CHARGE:

DESCRIPTION: Color print of 36th Annual BOLL program.
15 copies x 10 pages.

TOTAL # OF COLOR COPIES: 150

TOTAL COST: \$ 60.00

Gabriel Perez

From: Emily Santos
Sent: Friday, June 12, 2009 11:19 AM
To: Gabriel Perez
Cc: Kate Erickson
Subject: Please print - hopefully now?
Attachments: Final 36th Ball Program - CWiNY.doc; Maginley Ball Adress.doc

Hi guys:

Can you possibly print the attached two documents immediately for me:

15 copies – Final 36th Ball Program (in color) — 10 pages color.
5 copies – Maginley Ball Address (black and white)

Buzz me when they're finished. We're having Kate Erickson (our intern) run them over to the New Yorker at around 11:40. Thanks guys!!

--Emily

Emily Santos, Senior Account Supervisor
Lou Hammond & Associates
39 E 51st St, New York, NY 10022
t: 212-891-0241 f: 212-891-0200
www.louhammond.com
www.twitter.com/louhammondpr

CLIENT: Caribbean Tourism #393

MONTH: JUNE.

PHOTOCOPYING, NON MAILABLE ITEMS

DATE
6/12/09

DESCRIPTION

. Maginley Ball address

Total = \$ 3.20

RELEASES

5

PAGES

4

PAPER

LHA

✓

CLIENT

3.20

Gabriel Perez

From: Emily Santos
Sent: Friday, June 12, 2009 11:19 AM
To: Gabriel Perez
Cc: Kate Erickson
Subject: Please print - hopefully now?
Attachments: Final 36th Ball Program - CWiNY.doc; Maginley Ball Adress.doc

Hi guys:

Can you possibly print the attached two documents immediately for me:

15 copies - Final 36th Ball Program (in color)
5 copies - Maginley Ball Address (black and white) - *4 pages.*

Buzz me when they're finished. We're having Kate Erickson (our intern) run them over to the New Yorker at around 11:40. Thanks guys!!

--Emily

Emily Santos, Senior Account Supervisor
Lou Hammond & Associates
39 E 51st St, New York, NY 10022
t: 212-891-0241 f: 212-891-0200
www.louhammond.com
www.twitter.com/louhammondpr

AMERICAN EXPRESS FORM (FORM N)

Use of company credit card: Before charging on the company AMEX card, you must complete the following and e-mail to Mary:

TO: MARY/CONTROLLER

DATE: 6-8-09

VENDOR: United Airways

CLIENT # 393

APPROX. AMOUNT: \$179.60

DESCRIPTION: Flight to NYC for Melanie Reffes

NAME: Korin Lamourt

All items under \$100 should be charged to your personal card and reimbursed by expense account.

Approved by Controller: _____

Date: _____

Total
\$860.42

Korin Lamourt

From: OrbitzTLC [travelercare@orbitz.com]
Sent: Monday, June 08, 2009 10:10 AM
To: Korin Lamourt
Subject: Travel Document - New York 6/11/09



Your Travel Document

Hello Korin,

Thanks for traveling with Orbitz. This e-mail confirms the ticket number(s) issued for the "New York 6/11/09" trip.

Visit "[My Trips](#)" to add this reservation to your calendar.

Ticket Information

Passenger(s): MELANIE REFFES

US Airways record locator: EJ32N4
Ticket type requested: electronic (e-ticket)
Orbitz record locator: AP800101EJ32N4E5
Airline ticket number(s): 03774405073681

Please note: At least one airline in this trip charges an additional fee for checked baggage. This fee is not included in your total trip cost. [See details](#)

Thursday, June 11, 2009
US Airways # 2176

Washington Ronald Reagan National (DCA) to New York La Guardia (LGA)
Departure (DCA): June 11, 3:00 PM EDT (afternoon)
Arrival (LGA): June 11, 4:17 PM EDT (afternoon)

Class: Economy

Your flight is confirmed. The airline is assigning seats at check-in [choose seats](#)

View the latest airport conditions at: [DCA](#) | [LGA](#)
Have your travel plans changed? Many tickets can be exchanged or cancelled online by visiting "My trips" and clicking the [Change/cancel airline ticket option](#).

June 8, 2009



OrbitzTLCSM Alerts

No flight status alerts are set up for this trip.

[Update alert settings](#)
[Learn more](#)

New! Look up your itinerary and flight status on your mobile phone at [mobile.orbitz.com](#).
[Learn more](#)

Great rates
Click for car rates in New York



Check out [News & Guides](#) for the latest travel news, tips, flying forecasts and helpful resources for planning your trip.



New! Look up your itinerary and flight status

Cost and billing summary

Purchase Confirmation

Total airfare: \$179.60USD (including taxes)

Unless otherwise specified, all costs are provided in US dollars.

Price Assurance: Get a cash refund if another customer books the same flight at a lower price. [How it works](#)

Please note that your fare may carry restrictions. Changes to your itinerary may result in additional fees. Review the fare rules in "[My Trips](#)" to learn more.

Important notice related to ticket [terms and conditions](#).

Billing Information

Credit card holder's name: LOU HAMMOND
Credit card type: American Express
Credit card number: xxxxxxxxxxxx2008

Address:
39 EAST 51ST STREET

NEW YORK, NY 10022
United States

E-mail: korinl@lhammond.com

Sign-in Instructions

Sign-in instructions

We have created a temporary password that will allow you to access your account and trip information.

After logging in, you will be prompted to create a new password. Once you've changed your password you can:

- access your booked trips
- print and e-mail your itineraries
- view and change your seats (if available)
- change or cancel your reservations
- set up OrbitzTLCSM Alerts to receive updates on flight delays and cancellations by mobile phone.

At the airport

At the airport

Enjoy a hassle-free airport experience with these travel tips

on your [mobile phone](#) at [mobile.orbitz.com](#).

Check out [OrbitzTLC](#) for the latest travel news, tips and resources for planning your trip.

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ORBITZ

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2. [Flight Status](#)
3. [Find Hotels](#)
4. [Contact Orbitz](#)

Connect to your Orbitz travel info - anywhere, anytime.

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from OrbitzTLC:

– Remember to print a copy of this e-mail and bring it with you to the airport. Your itinerary and ticket numbers may be required for check-in and/or Immigration.

– Remember to bring a valid government-issued photo ID to the airport. Check specific visa and passport requirements.

– Obtain your boarding pass before entering the security checkpoint. See more check-in tips

– Plan ahead and arrive early for airport security. Please review these updated security and packing guidelines, as they may change periodically.

Check-in Information

Because you're traveling with an e-ticket, no ticket will be mailed to you.

Schedule Changes

Schedule Changes

You may receive an e-mail from Orbitz if a schedule change occurs prior to or during your trip. Such changes also will be noted in "My Trips". We recommend you check there periodically before your trip.

If there are changes to the flight(s), bring a printout with the updated itinerary and ticket number(s) to the airport. We will send you an e-mail 2-3 days before departure.

Lastly, you can always look up your reservation under "My Trips"

Thank you for choosing Orbitz.

Enjoy your trip!

OrbitzTLC Team

P.S. Need an answer? Check out our Customer Service section.

Custom Vacations | Hotels | Flights | Cars | Cruise | Activities

AMERICAN EXPRESS FORM (FORM N)

Use of company credit card: Before charging on the company AMEX card, you must complete the following and e-mail to Mary:

TO: MARY/CONTROLLER

DATE: 5-27-09

VENDOR: United Airways

CLIENT # 393

APPROX. AMOUNT: \$94.60

DESCRIPTION: Flight to NYC for Melanie Reffes

NAME: Korin Lamourt

All items under \$100 should be charged to your personal card and reimbursed by expense account.

Approved by Controller: _____

Date: _____

Korin Lamourt

From: OrbitzTLC [travelercare@orbitz.com]
Sent: Wednesday, May 27, 2009 12:00 PM
To: Korin Lamourt
Subject: Travel Document - New York 6/11/09



Your Travel Document

Hello Korin,

Thanks for traveling with **Orbitz**. This e-mail confirms the ticket number(s) issued for the "New York 6/11/09" trip.

Visit "[My Trips](#)" to add this reservation to your calendar.

Ticket Information

Passenger(s): MELANIE REFFES

United Airlines record locator: VV72D2
US Airways record locator: F4G8CF
Ticket type requested: electronic (e-ticket)
Orbitz record locator: AP190101VV72D2BD
Airline ticket number(s): 0167469195394

Please note: At least one airline in this trip charges an additional fee for checked baggage. This fee is not included in your total trip cost. [See details](#)

Thursday, June 11, 2009
United Airlines # 2782 Operated by: US AIRWAYS -
Please check in with the operating carrier

Washington Ronald Reagan National (DCA) to New York
La Guardia (LGA)
Departure (DCA): June 11, 6:00 PM EDT (evening)
Arrival (LGA): June 11, 7:21 PM EDT (evening)

Class: Economy

Your flight is confirmed. The airline is assigning seats at check-in [choose seats](#)

View the latest airport conditions at: [DCA](#) | [LGA](#)
Have your travel plans changed? Many tickets can be exchanged or cancelled online by visiting "My trips" and clicking the [Change/cancel airline ticket](#) option.

May 27, 2009



OrbitzTLCSM Alerts

No flight status alerts are set up for this trip.

[Update alert settings](#)
[Learn more](#)

New! Look up your itinerary and flight status on your mobile phone at [mobile.orbitz.com](#).
[Learn more](#)

Great rates

Click for car rates in **New York**



Add a car



Add Airline
Ticket
Protector



(provided by
Access America)

Check out [News & Guides](#) for the latest travel news, tips, flying forecasts and helpful resources for planning your trip.



New! Look up your itinerary and flight status

Cost and billing summary

Purchase Confirmation

Total airfare: \$94.60USD (including taxes)

Unless otherwise specified, all costs are provided in US dollars.

Price Assurance: Get a cash refund if another customer books the same flight at a lower price. [How it works](#)

Please note that your fare may carry restrictions. Changes to your itinerary may result in additional fees. Review the fare rules in "[My Trips](#)" to learn more.

Important notice related to ticket [terms and conditions](#).

Billing Information

Credit card holder's name: Lou Hammond

Credit card type: American Express

Credit card number: xxxxxxxxxxxx2008

Address:

39 EAST 51ST STREET

NEW YORK, NY 10022
United States

E-mail: korinl@lhammond.com

Sign-in Instructions

Sign-in instructions

We have created a temporary password that will allow you to access your account and trip information.

After logging in, you will be prompted to create a new password. Once you've changed your password you can:

- access your booked trips
- print and e-mail your itineraries
- view and change your seats (if available)
- change or cancel your reservations
- set up OrbitzTLCSM Alerts to receive updates on flight delays and cancellations by mobile phone.

At the airport

on your [mobile phone](#) at mobile.orbitz.com.

Check out [OrbitzTLC](#) for the latest travel news, tips and resources for planning your trip.

Get the latest travel deals, including airfare sales and hotel offers, by e-mail.

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Connect to your Orbitz travel info - anywhere, anytime.

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AMERICAN EXPRESS FORM (FORM N)

Use of company credit card: Before charging on the company AMEX card, you must complete the following and e-mail to Mary:

TO: MARY/CONTROLLER

DATE: 5-27-09

VENDOR: AirCanada

CLIENT # 393

APPROX. AMOUNT: \$145.12

DESCRIPTION: Returning flight for Melanie Reffes

NAME: Korin

All items under \$100 should be charged to your personal card and reimbursed by expense account.

Approved by Controller: _____

Date: _____

Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.
Please print this itinerary / receipt for your reference.

Main Contact Information

Booking reference: KRMQ6M

Name: Ms Melanie Reffes
E-mail: KORINL@LHAMMOND.COM
Form of payment: CC AXXXXXXXXXXXX2008

Customer Care
Air Canada Reservations
1-888-247-2262
Air Canada Flight Information
1-888-422-7533

International Reservations
Alert me of flight changes
Flight notification

Electronic Ticketing confirmed.
This is your official itinerary/receipt.

Flight Itinerary

Flight	From	To	Aircraft	Booking class	Status
AC8671	La Guardia/New York (LGA)	Montreal Trudeau (YUL)	CRA	S	Confirmed
Operated by:	Sat 13-Jun 2009	Sat 13-Jun 2009			
Jazz	08:50 - TERMINAL B	10:20			

Passenger Information

Name: Ms Melanie Reffes
Frequent Flyer Pgm:
 Passenger 1
 Ticket number: 014 2171 277981
 Program number:

Fare Summary

Passenger: 1 Ticket number 014 2171 277981

Date of issue	27-May 2009
Fare Amount in US dollars: (including <u>Navcan & Surcharges</u>)	125.14
Taxes & Fees	
Combined Taxes *see fare calculation below (XT)	19.98
Total Fare in US dollars:	145.12

AMERICAN EXPRESS FORM (FORM N)

Use of company credit card: Before charging on the company AMEX card, you must complete the following and e-mail to Mary:

TO: MARY/CONTROLLER

DATE: 5-21-2009

VENDOR: American Airlines

CLIENT # 393

APPROX. AMOUNT: \$441.10

DESCRIPTION: Flight for Indiana for Caribbean Week

NAME: Korin

All items under \$100 should be charged to your personal card and reimbursed by expense account.

Approved by Controller: _____

Date: _____



Note: This is not your receipt. You will be receiving your itinerary confirmation along with your receipt soon. You may print your Itinerary & Receipt directly from AA.com once the status is updated from "Purchased" to "Ticketed".

Reservation Details

Record Locator FSYCGC Your record locator is your reservation confirmation number and will be needed to retrieve or reference your reservation.	Status Purchased	Reservation Name
---	----------------------------	-------------------------

Your Itinerary

Carrier	Flight Number	Departing		Arriving		Cabin	Seats
		City	Date & Time	City	Date & Time	Booking Code	
AMERICAN AIRLINES	2133	MIA Miami	Jun 01, 2009 07:55 PM	CCS Caracas	Jun 01, 2009 10:35 PM	Economy B	27C

Fare Summary

Average Fare per Person - 418.00 USD			
Passenger Type Used in Pricing	Fare per Person	Additional Taxes and Fees per Person	Total Price
1 Adult	418.00 USD	23.10 USD	441.10 USD
Total Price			441.10 USD

Summary Details

Credit Card Information

Card Type:	AMERICAN EXPRESS
Account #:	**** * 2008
Expiration Date:	*****
Description:	

Delivery Information

E-Ticket E-MAIL:	KORINL@LHAMMOND.COM
------------------	---------------------

Passenger Summary

Passenger Name(s)	Frequent Flyer Number	Program
(1) INDIANA MONTESMONTEVERDE		

CISION

Invoice

1-800-621-0561
www.cision.com
TAX ID: 36-4011543

OK to pay 8/6/09 (3933)

Invoice Date 6/10/2009
Invoice # 3962210471

Bill To:
Susannah Gregory
Lou Hammond & Associates
39 East 51st Street
New York NY 10022
United States

Ship To:
Susannah Gregory
Lou Hammond & Associates
39 East 51st Street
New York NY 10022
United States

Payment Due	Terms	Client Ref./PO#	Sales Order No.	Account Executive
7/10/2009	Net 30		Sales Order #S328511	Dino, Alysha
Shipping Method	Shipping Memo	Tracking No.		
*E-mail				

Qty	Cision Item	Ta...	Subject / Description	Market	Station	Program Title	Air Date	Air Time	TRT	Unit Price	Total Price
1	Radio Clip	Yes	Martha Stewart Living Today w/ Chef James Murphy	SZ: Sirius Radio	Martha	Living Today	6/9/2009	2:00 pm	29:34	106.25	106.25
2	Add'l 10 min: Radio Clip	Yes	Martha Stewart Living Today w/ Chef James Murphy	SZ: Sirius Radio	Martha	Living Today	6/9/2009	2:00 pm	29:34	17.00	34.00

Subtotal 140.25
Shipping Cost (*E-mail) 0.00
Tax (NY-NEW YORK 8.375%) 11.75
Total 152.00
Amount Due \$152.00

**OUR ADDRESS HAS CHANGED. PLEASE SEND ALL PAYMENTS TO:
Cision US, Inc.
P.O. Box 98869
Chicago, IL 60693-8869

Total
\$1,013.31

Cision US, Inc.

Remittance Slip

Amount Paid	Client	Invoice #
	Caribbean Tourism Develop...	3962210471

Please Enter Your Credit Card Information

Type: Discover Master Card Visa AMEX

Credit Card #: _____

Expiration Date: _____ Month _____ Year

Signature: _____

Make Checks Payable To

Cision US, Inc.
P.O. Box 98869
Chicago, IL
60693-8869

CISION

Invoice

1-800-621-0561
www.cision.com
TAX ID: 36-4011543

OK to pay (3913)
SS

Invoice Date	Invoice #
6/10/2009	3962210472

Bill To:
Susannah Gregory
Lou Hammond & Associates
39 East 51st Street
New York NY 10022
United States

Ship To:
Susannah Gregory
Lou Hammond & Associates
39 East 51st Street
New York NY 10022
United States

Payment Due	Terms	Client Ref./PO#	Sales Order No.	Account Executive
7/10/2009	Net 30		Sales Order #S328510	Dino, Alysha
Shipping Method	Shipping Memo	Tracking No.		
*E-mail		DDS@624am		

Qty	Cision Item	Ta...	Subject / Description	Market	Station	Program Title	Air Date	Air Time	TRT	Unit Price	Total Price
1	Radio Clip	Yes	Travel w/ Stephanie Abrams Ft. Hugh Riley	NS: National Synd...	Busin...	Travel with Stephanie Abrams	6/7/2009	8:19 pm	09:13	106.25	106.25

Subtotal	106.25
Shipping Cost (*E-mail)	0.00
Tax (NY-NEW YORK 8.375%)	8.90
Total	115.15
Amount Due	\$115.15

**OUR ADDRESS HAS CHANGED. PLEASE SEND ALL PAYMENTS TO:
 Cision US, Inc.
 P.O. Box 98869
 Chicago, IL 60693-8869

Cision US, Inc.

Remittance Slip

Amount Paid	Client	Invoice #
	Caribbean Tourism Develop...	3962210472

Please Enter Your Credit Card Information

Type: Discover Master Card Visa AMEX
 Credit Card #:
 Expiration Date: Month Year
 Signature: _____

Make Checks Payable To

Cision US, Inc.
 P.O. Box 98869
 Chicago, IL
 60693-8869

CISION

Invoice

1-800-621-0561
www.cision.com
TAX ID: 36-4011543

*OK to pay
SG (3913)*

Invoice Date	Invoice #
6/10/2009	3962210459

Bill To:
Susannah Gregory
Lou Hammond & Associates
39 East 51st Street
New York NY 10022
United States

Ship To:
Susannah Gregory
Lou Hammond & Associates
39 East 51st Street
New York NY 10022
United States

Payment Due	Terms	Client Ref./PO#	Sales Order No.	Account Executive
7/10/2009	Net 30		Sales Order #S328515	Dino, Alysha
Shipping Method	Shipping Memo	Tracking No.		
*E-mail		email		

Qty	Cision Item	Ta...	Subject / Description	Market	Station	Program Title	Air Date	Air Time	TRT	Unit Price	Total Price
1	Add'l 10 min: Digital Clip	Yes	The CBS Early Show Featuring Caribbean Week		CBS	Early Show	6/8/2009	8:00 am	10:12	25.50	25.50
1	Digital Clip	Yes	The CBS Early Show Featuring Caribbean Week	NT: National	CBS	Early Show	6/8/2009	8:00 am	10:12	165.75	165.75

Subtotal **191.25**
 Shipping Cost (*E-mail) **0.00**
 Tax (NY-NEW YORK 8.375%) **16.02**
 Total **207.27**
 Amount Due **\$207.27**

**OUR ADDRESS HAS CHANGED. PLEASE SEND ALL PAYMENTS TO:
 Cision US, Inc.
 P.O. Box 98869
 Chicago, IL 60693-8869

Cision US, Inc.

Remittance Slip

Amount Paid	Client	Invoice #
	Caribbean Tourism Develop...	3962210459

Please Enter Your Credit Card Information

Type: Discover Master Card Visa AMEX
 Credit Card #:
 Expiration Date: Month Year
 Signature: _____

Make Checks Payable To

Cision US, Inc.
 P.O. Box 98869
 Chicago, IL
 60693-8869

CISION

Invoice

1-800-621-0561
www.cision.com
TAX ID: 36-4011543

Invoice Date	Invoice #
6/11/2009	3962210659

Octopay - CTD (393)
[Signature]

Bill To:
Susannah Gregory
Lou Hammond & Associates
39 East 51st Street
New York NY 10022
United States

Ship To:
Susannah Gregory
Lou Hammond & Associates
39 East 51st Street
New York NY 10022
United States

Payment Due	Terms	Client Ref./PO#	Sales Order No.	Account Executive
7/11/2009	Net 30		Sales Order #S328691	Dino, Alysha
Shipping Method	Shipping Memo	Tracking No.		
*E-mail		DDS@646am		

Qty	Cision Item	Ta...	Subject / Description	Market	Station	Program Title	Air Date	Air Time	TRT	Unit Price	Total Price
1	Digital Clip	Yes	PIX Morning News Featuring Caribbean Week 6/11/09	NY: New York, NY	WPIX	PIX Morning News	6/11/2009	6:56 am	04:28	165.75	165.75

Subtotal	165.75
Shipping Cost (*E-mail)	0.00
Tax (NY-NEW YORK 8.375%)	13.88
Total	179.63
Amount Due	\$179.63

**OUR ADDRESS HAS CHANGED. PLEASE SEND ALL PAYMENTS TO:
Cision US, Inc.
P.O. Box 98869
Chicago, IL 60693-8869

Cision US, Inc.

Remittance Slip

Amount Paid	Client	Invoice #
	Caribbean Tourism Develop...	3962210659

Please Enter Your Credit Card Information

Type: Discover Master Card Visa AMEX
 Credit Card #: _____
 Expiration Date: _____ Month _____ Year
 Signature: _____

Make Checks Payable To

Cision US, Inc.
 P.O. Box 98869
 Chicago, IL
 60693-8869

1-800-621-0561
www.cision.com
TAX ID: 36-4011543

Invoice Date 6/15/2009
Invoice # 3962210815

*OK to pay - CTDC (3913)
CSJ*

Bill To:
Susannah Gregory
Lou Hammond & Associates
39 East 51st Street
New York NY 10022
United States

Ship To:
Susannah Gregory
Lou Hammond & Associates
39 East 51st Street
New York NY 10022
United States

Payment Due	Terms	Client Ref./PO#	Sales Order No.	Account Executive
7/15/2009	Net 30		Sales Order #S328927	Dino, Alysha
Shipping Method	Shipping Memo	Tracking No.		
*E-mail				

Qty	Cision Item	Ta...	Subject / Description	Market	Station	Program Title	Air Date	Air Time	TRT	Unit Price	Total Price
1	Digital Clip	Yes	PIX Morning News Featuring Caribbean Week 6/12/09	NY: New York, NY	WPIX	PIX Morning News	6/12/2009	5:58 am	05:31	165.75	165.75

Subtotal 165.75
Shipping Cost (*E-mail) 0.00
Tax (NY-NEW YORK 8.375%) 13.88
Total 179.63
Amount Due \$179.63

**OUR ADDRESS HAS CHANGED. PLEASE SEND ALL PAYMENTS TO:
Cision US, Inc.
P.O. Box 98869
Chicago, IL 60693-8869

Cision US, Inc.

Remittance Slip

Amount Paid	Client	Invoice #
	Caribbean Tourism Develop...	3962210815

Please Enter Your Credit Card Information
Type: Discover Master Card Visa AMEX
Credit Card #: _____
Expiration Date: _____ Month _____ Year
Signature: _____

Make Checks Payable To
Cision US, Inc.
P.O. Box 98869
Chicago, IL
60693-8869

CISION

Invoice

1-800-621-0561
www.cision.com
TAX ID: 36-4011543

Invoice Date	Invoice #
6/16/2009	3962211052

*OK to pay -
CIDL (3925)
SAG*

Bill To:
Susannah Gregory
Lou Hammond & Associates
39 East 51st Street
New York NY 10022
United States

Ship To:
Susannah Gregory
Lou Hammond & Associates
39 East 51st Street
New York NY 10022
United States

Payment Due	Terms	Client Ref./PO#	Sales Order No.	Account Executive
7/16/2009	Net 30		Sales Order #S329059	Dino, Alysha
Shipping Method	Shipping Memo	Tracking No.		
*E-mail		DDS@710am		

Qty	Cision Item	Tax	Subject / Description	Market	Station	Program Title	Air Date	Air Time	TRT	Unit Price	Total Price
1	Digital Clip	Yes	Empire State Building Celebrates Caribbean Week	NY: New York, NY	WNBC	4 NY News at 11	6/14/2009	11:19 pm	00:38	165.75	165.75

Subtotal	165.75
Shipping Cost (*E-mail)	0.00
Tax (NY-NEW YORK 8.375%)	13.88
Total	179.63
Amount Due	\$179.63

**OUR ADDRESS HAS CHANGED. PLEASE SEND ALL PAYMENTS TO:
Cision US, Inc.
P.O. Box 98869
Chicago, IL 60693-8869

Cision US, Inc.

Remittance Slip

Amount Paid	Client	Invoice #
	Caribbean Tourism Develop...	3962211052

Please Enter Your Credit Card Information

Type: Discover Master Card Visa AMEX
 Credit Card #:
 Expiration Date: _____ Month _____ Year
 Signature: _____

Make Checks Payable To

Cision US, Inc.
 P.O. Box 98869
 Chicago, IL
 60693-8869

CREDIT CARD FORM (FORM K)

Use of company credit card: Immediately after charging on your group's credit card you must complete the following and give to the Controller:

AMERICAN EXPRESS

VISA

TO: CONTROLLER

DATE: 6/19/09

VENDOR: Amtrak

CLIENT & CODE 393

APPROX. AMOUNT: \$129.60

DESCRIPTION: Amtrak ticket for Annual Caribbean Tourism Summit

NAME: Terry Gallagher

Charges over \$2,000 must have the Chairman or President's approval.

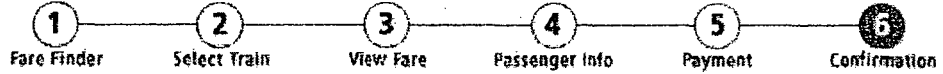
Approved by Chairman / President: _____

Date: _____

AMTRAK.COM LOGIN

 User ID

 Password
 Remember Me

[Register](#)
[Forgot Password?](#)
[Help](#)

6 Confirmation

Thank you for choosing Amtrak. Your reservation is complete.

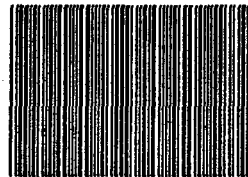


Your entire reservation will be cancelled if you do not pick up your ticket(s) before your first departure. Follow the ticketing information instructions below to pick up your tickets. All Amtrak trains except the Auto Train are non-smoking.

<THIS IS NOT A TICKET. You must obtain your ticket(s) before boarding any train; this confirmation will not be accepted onboard.>

RESERVATION NUMBER : 166BCE

Use this number to pick up tickets from a station agent.


SCAN AT QUIK-TRAK

1. Print this confirmation page.
2. Scan the barcode under the scanner below the keypad.
3. Touch the "Print Tickets" button.



No credit card is needed.

Departing: New York - Penn Station, NY (NYP) To Washington - Union Station, DC (WAS)

Service	Departs	Arrives	Duration	Amenities	Seats/Rooms
185 Northeast Regional	New York, NY - Penn Station (NYP) 8:10 am 08-JUN-09	Washington, DC - Union Station (WAS) 11:25 am 08-JUN-09	3h 15m	Snack car	1 Reserved Coach Seat

Returning: Washington - Union Station, DC (WAS) To New York - Penn Station, NY (NYP)

Service	Departs	Arrives	Duration	Amenities	Seats/Rooms
172 Northeast Regional	Washington, DC - Union Station (WAS) 7:25 am 09-JUN-09	New York, NY - Penn Station (NYP) 10:47 am 09-JUN-09	3h 22m	Snack car	1 Reserved Coach Seat

TICKET INFORMATION


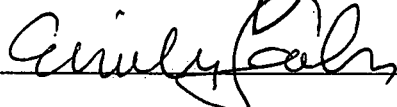
Pick up your tickets at any Amtrak Quik-Trak self-service ticketing kiosk, or at any Amtrak ticket window. Check station operating hours before you go; ticket window and Quik-Trak kiosk hours vary from station to station. Your entire reservation (all segments) will be cancelled if you do not pick up your tickets before your first departure or if you no-show for any segment in your reservation. If your reservation cancels, you will need to make a new reservation, which may be at a higher fare.

FARE

1 Passenger	
Passenger 1	Terence Gallagher (AAA Adult)
Rail Fare	\$129.60
Accommodations Price	\$0.00
Total	\$129.60

EXPENSE REPORT (FORM J)

CLIENT CODE: <u>393</u>	NAME: <u>Susannah Gregory</u>	DATE: <u>6/15/09</u>	
• CLIENT-RELATED (Billable and Non-billable)			
DATE	DESCRIPTION*	TOTAL AMOUNT	WORK CODE
<u>5/21/09</u>	<u>Universal News - magazine</u>	<u>7.00</u>	
<u>6/4/09</u>	<u>Universal News - magazine</u>	<u>7.98</u>	
<u>6/5/09</u>	<u>Universal News - magazine</u>	<u>4.99</u>	
• NON-CLIENT-RELATED BUSINESS (Description)			

Employee Signature 
 Approval: 
 Date: _____

Total Expenses \$ 19.97
 (-) Less Advances \$ _____
 (+) Due Employee \$ 19.97
 (-) Due LHA \$ _____

Work Codes: A: Entertainment *(indicate name, title, company, type: lunch, dinner, etc.); B: Business Meals *(see above); C: Travel;
 D: Media Contacts; E: Out-of-Pocket; F: Petty Cash Adv.

TOP COPY-MEMBER/ BOTTOM COPY-CUSTOMER

[Handwritten Signature]

MEMBER ACKNOWLEDGES RECEIPT OF GOODS AND/OR SERVICES IN THE AMOUNT OF THE TOTAL SHOWN HEREON AND AGREES TO PERFORM THE OBLIGATIONS SET FORTH BY THE CANCELLATION AGREEMENT WITH THE ISSUER

ISSUE DATE: 06/04/21
ISSUE NUMBER: 06000007
ISSUE TYPE: REGULAR

ISSUE DATE: 06/04/21
ISSUE NUMBER: 06000007
ISSUE TYPE: REGULAR

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ISSUE DATE: 06/04/21
ISSUE NUMBER: 06000007
ISSUE TYPE: REGULAR

TOP COPY-MEMBER/ BOTTOM COPY-CUSTOMER

[Handwritten Signature]

MEMBER ACKNOWLEDGES RECEIPT OF GOODS AND/OR SERVICES IN THE AMOUNT OF THE TOTAL SHOWN HEREON AND AGREES TO PERFORM THE OBLIGATIONS SET FORTH BY THE CANCELLATION AGREEMENT WITH THE ISSUER

ISSUE DATE: 06/04/21
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ISSUE NUMBER: 06000007
ISSUE TYPE: REGULAR

ISSUE DATE: 06/04/21
ISSUE NUMBER: 06000007
ISSUE TYPE: REGULAR

UNIVERSAL NEWS
676 LEXINGTON AVENUE
NEW YORK NY 10019
212-758-1855

UNIVERSAL NEWS
676 LEXINGTON AVENUE
NEW YORK NY 10019
212-758-1855

EXPENSE REPORT (FORM J)

CLIENT CODE: 393		NAME: Kate Erickson		DATE: 6/12/09					
• CLIENT-RELATED (Billable and Non-billable)									
DATE	DESCRIPTION*	TOTAL AMOUNT	WORK CODE						
6/11/2009	Taxi cab to New Yorker Hotel for Caribbean Week in NY	\$11.30	E						
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>I ♥ NEW YORK</p> <p>HACK # 00000000</p> <p>MED # 5A19</p> <p>TRIP # 17031</p> <p>DATE: 06/11/2009</p> <p>START TIME 11:52</p> <p>END TIME 11:53</p> <p>RATE No. 5</p> <p>NEGOTIATED RATE</p> <p>FARES \$ 9.30</p> <p>Tip/Other 2.00</p> <p>GR. TOT. 11.30</p> <p>Contact TLC Dial 3-1-1</p> <p>CARDNUMBER: 0055</p> <p>AUTHOR.: 032908</p> </div>									
					• NON-CLIENT-RELATED BUSINESS (Description)				

Employee Signature *Kate Erickson*

Approval: *[Signature]*

Date: 6/12/2009

Total Expenses	\$ 11.30
(-) Less Advances	\$ 0
(+) Due Employee	\$ 11.30
(-) Due LHA	\$ 0

Work Codes: A: Entertainment *(indicate name, title, company, type: lunch, dinner, etc.); B: Business Meals *(see above); C: Travel; D: Media Contacts; E: Out-of-Pocket; F: Petty Cash Adv.

EXPENSE REPORT (FORM J)

CLIENT CODE: 393	NAME:	DATE: 6/12/2009	
• CLIENT-RELATED (Billable and Non-billable)			
DATE	DESCRIPTION*	TOTAL AMOUNT	WORK CODE
6/11/2009	Taxi cab To/From New Yorker hotel for Caribbean Week in NY	\$12.90	E
• NON-CLIENT-RELATED BUSINESS (Description)			

I ♥ NEW YORK

HACK # 05229783
 MED # 2N35
 TRIP # 22612
 DATE: 06/11/2009
 START TIME 11:59
 END TIME 12:20
 RATE No. 1
 STAND. CITY RATE
 MILES RI 1.65
 FARE1 \$ 10.90
 Tip/Other 2.00
 GR. TOT. 12.90

Contact TLC Dial
 3-1-1

CARDNUMBER: 0066
 AUTHOR.: 011673

Employee Signature *[Signature]*

Approval: *[Signature]*

Date: 6/12/2009

Total Expenses \$12.90
 (-) Less Advances \$
 (+) Due Employee \$12.90
 (-) Due LHA \$

Work Codes: A: Entertainment *(indicate name, title, company, type: lunch, dinner, etc.); B: Business Meals *(see above); C: Travel; D: Media Contacts; E: Out-of-Pocket; F: Petty Cash Adv.

Facade Fotographe, LLC
7310 Døddington Court
Laurel, MD 20707

Date 6/11/2009
Invoice # 1052

Bill To
Lou Hammond & Associates
39 E. 51st St.
New York, NY 10022

Ship To
Lou Hammond & Associates
39 E. 51st St.
New York, NY 10022

P.O. #
Terms Due on receipt

Ship Date 6/11/2009
Due Date 6/11/2009
Other

Description	Qty	Rate	Amount
Caribbean Tourism Presentation (June 8, 2009)		150.00	150.00T
Caribbean Tourism Dinner (June 8, 2009)		325.00	325.00T
Capitol Breakfast and Group Shots (June 10, 2009)		125.00	125.00T
Capitol Breakfast and Group Shots (June 10, 2009) - Additional time		125.00	125.00T

Please remit to: 9125F Thamesmeade Rd.
Laurel, MD 20723

Facade Fotographe, LLC
info@facadefoto.biz
<http://www.facadefoto.biz>

Subtotal \$725.00
Sales Tax (5.75%) \$41.69
Total \$766.69
Payments/Credits \$0.00
Balance Due \$766.69

OK TO
Bill 393
11/10/09

WILLIAM CANCELLARE
 237 EAST AVE
 VALLEY STREAM, NY 11580
 718 343 5599



Invoice

Date	Invoice #
6/15/2009	11392

Bill To
LOU HAMMOND 39 EAST 51st STREET NEW YORK NY 10022 ATTN: TERRY GALLAGHER

Terms
Due on receipt

Quantity	Description	Price Each	Amount
1	PHOTOGRAPHIC COVERAGE OF CARIBBEAN WEEK HELD IN NEW YORK CITY AT THE NEW YORKER HOTEL & THE MANHATTAN CENTER AS REQUESTED INCLUDING ALL	1,500.00	1,500.00T
1	FED EX TO LOU HAMMOND NYC	30.00	30.00
1	FED EX TO CTO BARBADOS	50.00	50.00

*OP TG
 Bill CTDC
 #393
 6/18/09*

Thank you for your business.	Subtotal	\$1,580.00
------------------------------	-----------------	------------

Sales Tax (8.25%)	\$123.75
--------------------------	----------

Total	\$1,703.75
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EXPENSE REPORT (FORM M)

CLIENT CODE: 393	NAME: Emily Santos	DATE: 6/16/09	
• CLIENT-RELATED (Billable and Non-billable)			
DATE	DESCRIPTION*	TOTAL AMOUNT	WORK CODE
6/8	Taxi to WPIX-TV Morning News (St. Kitts segment for CWiNY)	\$12	C
6/9	Taxi to WPIX-TV Morning News (Grenada segment for CWiNY)	\$12	C
6/10	Taxi to WPIX-TV Morning News (Antigua & Barbuda segment for CWiNY)	\$10	C
6/11	Taxi to WPIX-TV Morning News (Trinidad segment)	\$13	C
6/11	Taxi to New Yorker Hotel for CWiNY	\$10	C
6/11	Taxi from New Yorker Hotel to ES apartment	\$12	C
6/12	Taxi to WPIX-TV Morning News (Jamaica segment for CWiNY)	\$13	C
• NON-CLIENT-RELATED BUSINESS (Description)			
6/12	Taxi from Plaza Hotel to ES apartment (Govts of the Caribbean State Ball)	\$20	C

Employee Signature Emily Santos

Approval: TS

Date: 6/17/09

Total Expenses	\$ <u>102</u>
(-) Less Advances	\$ <u> </u>
(+) Due Employee	\$ <u>102</u>
(-) Due LHA	\$ <u> </u>

Work Codes: A: Entertainment *(indicate name, title, company, type: lunch, dinner, etc.); B: Business Meals *(see above); C: Travel; D: Media Contacts; E: Out-of-Pocket; F: Petty Cash Adv.

START SHIFT 6/9/
2009 05:14
I ♥ NEW YORK

MED # 2T48
DATE: 06/09/2009
START TIME 05:46
END TIME 05:56
TRIP # 14950
RATE No. 1
STAND. CITY RATE
MILES R1 3.80
FARE1 \$ 10.10
SURCHARGE 0.50
TOTAL \$ 10.60

#12

Contact TLC Dial
3-1-1

\$12

06/11/09 TR 9829
START END MILES
05:47 05:55 3.8
Regular Fare
RATE 1:\$ 10.10
SURCH: \$ 0.00
TOTAL: \$ 10.10

THANKS #12

TO CONTACT TLC

MLD# 2N42
06/10/09 TR 6403
START END MILES
05:47 05:55 2.4
REGULAR FARE
RATE 1:\$ 7.70
SURCH: \$ 0.50
TOTAL: \$ 8.20

THANKS
TO CONTACT TLC
DIAL 3-1-1

#10

START END MILES
20:03 20:16 0.9
REGULAR FARE
RATE 1:\$ 7.70
SURCH: \$ 1.00
TIP : \$ 1.74
TOTAL: \$ 10.44

#13

CARD TYPE: VISA
XXXXXXXXXXXX3377
AUTH:151769

THANKS
TO CONTACT TLC
DIAL 3-1-1

MED# 5P70
06/12/09 TR 8878
START END MILES
05:45 05:54 3.7
Regular Fare
RATE 1:\$ 10.10
SURCH: \$ 0.50
TOTAL: \$ 10.60

THANKS #13

TO CONTACT TLC

START END MILES
22:19 22:26 2.2
Regular Fare
RATE 1:\$ 7.70
SURCH: \$ 0.50
TOTAL: \$ 8.20

THANKS

TO CONTACT TLC
DIAL 3-1-1

#10.

I ♥ NEW YORK

HACK # 05123070
MED # 7N20
TRIP # 26541
DATE: 06/12/2009
START TIME 21:39
END TIME 22:00
RATE No. 1
STAND. CITY RATE
MILES R1 4.18
FARE1 \$ 13.70
SURCHARGE 0.50
TOTAL \$ 14.20
Tip/Other 3.00
GR. TOT. 17.20

#20

Contact TLC Dial
3-1-1

CARDNUMBER: 3377
AUTHOR.: 154089



DialCar, Inc.

DialCar, Inc.
2104 Avenue X
Brooklyn, NY 11235
Tel: 1-(718) 743-8042
Fax: 1-(718) 743-6018

Job #: 195169 On Date: 6/13/2009 00:00:00 Car: 297D Ticket: A2902728

NET	FARE #	CAR #	LA 2902728
11951169	297D		
DATE 06-13-09	PICKUP TIME 11:02 AM	For Office Use Only	
FROM New York City	TO TOBO	DRG. WT. 343	STOPS WT. 343
DIAL CAR 2104 AVENUE X, BROOKLYN, NY 11235 (718) DIAL-CAR		PHONE CALLS	TOLLS \$500
ACCOUNT NO. L0312	DEPT. NO. MS-9PK	GRATUITY	TOTAL

Fare: \$57.00 SC: \$6.00 AS: \$0.00 Wait: \$0.00 NYSSC: \$1.36
Tolls: \$5.00 Misc: \$0.00 Phone: \$0.00 Tax: \$5.70 Total: \$75.06

Job #: 193399 On Date: 6/11/2009 00:00:00 Car: 195W Ticket: A2938005

NET	FARE #	CAR #	LA 2938005
1193399	195		
DATE 06/11/09	PICKUP TIME 15:20	For Office Use Only	
FROM New York City	TO 471 7th	DRG. WT. 2400	STOPS WT. 2400
DIAL CAR 2104 AVENUE X, BROOKLYN, NY 11235 (718) DIAL-CAR		PHONE CALLS	TOLLS \$500
ACCOUNT NO. L0312	DEPT. NO. LGA-MS	GRATUITY 343	TOTAL

Fare: \$44.00 SC: \$16.00 AS: \$0.00 Wait: \$24.00 NYSSC: \$1.90
Tolls: \$11.00 Misc: \$0.00 Phone: \$0.00 Tax: \$7.96 Total: \$104.86

Job #: 200428 On Date: 6/12/2009 00:00:00 Car: 1018 Ticket: A2942215

NET	FARE #	CAR #	LA 2942215
200428	1018		
DATE 6/12	PICKUP TIME 6:15 AM	For Office Use Only	
FROM 107 W 89th St	TO 369 E 15th St	DRG. WT. 767	STOPS WT. 767
DIAL CAR 2104 AVENUE X, BROOKLYN, NY 11235 (718) DIAL-CAR		PHONE CALLS	TOLLS \$500
ACCOUNT NO. L0312	DEPT. NO. M9-MS	GRATUITY	TOTAL

Fare: \$23.00 SC: \$6.00 AS: \$0.00 Wait: \$4.00 NYSSC: \$0.66
Tolls: \$0.00 Misc: \$0.00 Phone: \$0.00 Tax: \$2.76 Total: \$36.42

Job #: 209307 On Date: 6/22/2009 00:00:00 Car: 55C Ticket: A2923258

NET	FARE #	CAR #	LA 2923258
209307	55		
DATE 06/22/09	PICKUP TIME 5:15 AM	For Office Use Only	
FROM 4 Gamecock La Bary	TO Long Beach LI Riverside	DRG. WT. 343	STOPS WT. 343
DIAL CAR 2104 AVENUE X, BROOKLYN, NY 11235 (718) DIAL-CAR		PHONE CALLS	TOLLS \$500
ACCOUNT NO. L0312	DEPT. NO. L1009	GRATUITY	TOTAL

Fare: \$142.00 SC: \$9.00 AS: \$0.00 Wait: \$0.00 NYSSC: \$3.12
Tolls: \$5.00 Misc: \$0.00 Phone: \$0.00 Tax: \$13.46 Total: \$172.58

Job #: 201163 On Date: 6/12/2009 00:00:00 Car: 362W Ticket: A2182154

NET	FARE #	CAR #	LA 2182154
201163	362		
DATE 06/12/09	PICKUP TIME 10:58 AM	For Office Use Only	
FROM 155 E 50	TO 92nd	DRG. WT. 12	STOPS WT. 12
DIAL CAR 2104 AVENUE X, BROOKLYN, NY 11235 (718) DIAL-CAR		PHONE CALLS	TOLLS \$500
ACCOUNT NO. L0312	DEPT. NO. CIRQ MS	GRATUITY	TOTAL

Fare: \$14.00 SC: \$4.00 AS: \$0.00 Wait: \$12.00 NYSSC: \$0.60
Tolls: \$0.00 Misc: \$0.00 Phone: \$0.00 Tax: \$2.51 Total: \$33.11

Total: \$1,452.24



DialCar, Inc.

DialCar, Inc.
2104 Avenue X
Brooklyn, NY 11235
Tel: 1-(718) 743-8042
Fax: 1-(718) 743-6018

Job #:209331 On Date:6/22/2009 00:00:00 Car:031Y Ticket:A2798954

DATE	FARE #	CAR NO.	LA 2798954
209331	209331	31	
NAME OF COMPANY	PROGRAM	PICKUP TIME	DATE
Gregory	256	8:00	6/22/09
NAME OF PASSENGER	ACTUAL PICKUP TIME	INT	PRICE
Dina Breen	8:00	5	
FROM	TO	STOPS	ONE-WAY
LI	Brooklyn	31Y	10min
DIAL CAR 2104 AVENUE X, BROOKLYN, NY 11238 (718) DIAL-CAR www.dialcar.com			
ACCOUNT NO.	DEPT. NO.	TOTAL	
L0312	LI 148-L1 009	2064	393

Fare:\$142.00 SC:\$9.00 AS:\$0.00 Wait:\$4.00 NYSSC:\$3.10
Tolls:\$0.00 Misc:\$0.00 Phone:\$0.00 Tax:\$13.37 Total:\$171.47

Job #:201220 On Date:6/12/2009 00:00:00 Car:116Y Ticket:A2183451

DATE	FARE #	CAR NO.	LA 2183451
201220	116	116	
NAME OF COMPANY	PROGRAM	PICKUP TIME	DATE
Paul	256	8:00	6/12/09
NAME OF PASSENGER	ACTUAL PICKUP TIME	INT	PRICE
Shockey	8:00	1	393
FROM	TO	STOPS	ONE-WAY
LI	Brooklyn	116Y	393
DIAL CAR 2104 AVENUE X, BROOKLYN, NY 11238 (718) DIAL-CAR www.dialcar.com			
ACCOUNT NO.	DEPT. NO.	TOTAL	
L0312	M2-M1-M5	393	

Fare:\$22.00 SC:\$4.00 AS:\$21.00 Wait:\$0.00 NYSSC:\$9.94
Tolls:\$0.00 Misc:\$0.00 Phone:\$0.00 Tax:\$3.94 Total:\$51.88

Job #:209321 On Date:6/22/2009 00:00:00 Car:298Y Ticket:A2970512

DATE	FARE #	CAR NO.	LA 2970512
209321	298	298	
NAME OF COMPANY	PROGRAM	PICKUP TIME	DATE
CARCA	256	5:00	6/22/09
NAME OF PASSENGER	ACTUAL PICKUP TIME	INT	PRICE
Long Beach NY	5:00	1	393
FROM	TO	STOPS	ONE-WAY
LI	Brooklyn	298Y	996
DIAL CAR 2104 AVENUE X, BROOKLYN, NY 11238 (718) DIAL-CAR www.dialcar.com			
ACCOUNT NO.	DEPT. NO.	TOTAL	
L0312	LI 148	996	

Fare:\$100.00 SC:\$6.00 AS:\$0.00 Wait:\$0.00 NYSSC:\$2.20
Tolls:\$4.00 Misc:\$0.00 Phone:\$0.00 Tax:\$9.21 Total:\$121.41

Job #:195168 On Date:6/10/2009 00:00:00 Car:256D Ticket:A2815586

DATE	FARE #	CAR NO.	LA 2815586
195168	256	256	
NAME OF COMPANY	PROGRAM	PICKUP TIME	DATE
Near Airport	256	6:00	6/10/09
NAME OF PASSENGER	ACTUAL PICKUP TIME	INT	PRICE
Airport (JFK)	6:00	1	56min
FROM	TO	STOPS	ONE-WAY
LI	New York	256D	1102
DIAL CAR 2104 AVENUE X, BROOKLYN, NY 11238 (718) DIAL-CAR www.dialcar.com			
ACCOUNT NO.	DEPT. NO.	TOTAL	
L0312	JFK-M5	1102	343

Fare:\$57.00 SC:\$16.00 AS:\$0.00 Wait:\$40.00 NYSSC:\$2.48
Tolls:\$11.00 Misc:\$0.00 Phone:\$0.00 Tax:\$10.39 Total:\$136.87

Job #:196928 On Date:6/13/2009 00:00:00 Car:208C Ticket:A2813742

DATE	FARE #	CAR NO.	LA 2813742
196928	208	208	
NAME OF COMPANY	PROGRAM	PICKUP TIME	DATE
JANES SILVERA	256	4:30	6-13
NAME OF PASSENGER	ACTUAL PICKUP TIME	INT	PRICE
JFK	4:30	1	393
FROM	TO	STOPS	ONE-WAY
LI	JFK	208C	5.00
DIAL CAR 2104 AVENUE X, BROOKLYN, NY 11238 (718) DIAL-CAR www.dialcar.com			
ACCOUNT NO.	DEPT. NO.	TOTAL	
L0312	M5-JFK	5.00	

Fare:\$57.00 SC:\$6.00 AS:\$0.00 Wait:\$0.00 NYSSC:\$1.36
Tolls:\$5.00 Misc:\$0.00 Phone:\$0.00 Tax:\$5.70 Total:\$75.06

Job #:193408 On Date:6/10/2009 00:00:00 Car:254Y Ticket:A2940115

DATE	FARE #	CAR NO.	LA 2940115
193408	254	254	
NAME OF COMPANY	PROGRAM	PICKUP TIME	DATE
Landport	256	6:10	6/10
NAME OF PASSENGER	ACTUAL PICKUP TIME	INT	PRICE
JFK	6:10	1	393
FROM	TO	STOPS	ONE-WAY
LI	JFK	254Y	5.00
DIAL CAR 2104 AVENUE X, BROOKLYN, NY 11238 (718) DIAL-CAR www.dialcar.com			
ACCOUNT NO.	DEPT. NO.	TOTAL	
L0312	JFK-M5	5.00	

Fare:\$57.00 SC:\$16.00 AS:\$0.00 Wait:\$48.00 NYSSC:\$2.70
Tolls:\$14.00 Misc:\$0.00 Phone:\$0.00 Tax:\$11.31 Total:\$149.01

Job #:209326 On Date:6/22/2009 00:00:00 Car:005B Ticket:A291173

DATE	FARE #	CAR NO.	LA 2941173
209326	005	005	
NAME OF COMPANY	PROGRAM	PICKUP TIME	DATE
SOMUBRAYST	256	6:00	6/22
NAME OF PASSENGER	ACTUAL PICKUP TIME	INT	PRICE
LONG BEACH 11	6:00	1	343
FROM	TO	STOPS	ONE-WAY
LI	Brooklyn	005B	9.00
DIAL CAR 2104 AVENUE X, BROOKLYN, NY 11238 (718) DIAL-CAR www.dialcar.com			
ACCOUNT NO.	DEPT. NO.	TOTAL	
L0312	M1-M2-L-148	9.00	

Fare:\$100.00 SC:\$6.00 AS:\$22.00 Wait:\$0.00 NYSSC:\$2.74
Tolls:\$9.00 Misc:\$0.00 Phone:\$0.00 Tax:\$11.47 Total:\$151.21

Job #:193400 On Date:6/13/2009 00:00:00 Car:020W Ticket:A2900823

DATE	FARE #	CAR NO.	LA 2900823
193400	20	20	
NAME OF COMPANY	PROGRAM	PICKUP TIME	DATE
PAUL	256	6:00	6-12-09
NAME OF PASSENGER	ACTUAL PICKUP TIME	INT	PRICE
LGA	6:00	1	393
FROM	TO	STOPS	ONE-WAY
LI	LGA	20W	1498
DIAL CAR 2104 AVENUE X, BROOKLYN, NY 11238 (718) DIAL-CAR www.dialcar.com			
ACCOUNT NO.	DEPT. NO.	TOTAL	
L0312	M5-LGA	1498	

Fare:\$44.00 SC:\$4.00 AS:\$0.00 Wait:\$0.00 NYSSC:\$1.06
Tolls:\$5.00 Misc:\$0.00 Phone:\$0.00 Tax:\$4.44 Total:\$58.50

WORD PROCESSING – NON-RELEASE

June 2009

CARIBBEAN TOURISM DEVELOPMENT COMPANY - 393

DESCRIPTION OF WORK	TIME TO HANDLE	DOLLAR AMOUNT
Create name tags for Caribbean Week press and exhibitors	1½ hours	\$ 72.00
		\$ 72.00

elite
Limousine
PLUS Inc.
 32-72 Gale Ave.
 Long Island City, NY 11101

Account Number: 7333
 Company Name: LOU HAMMOND ASSOC.
 Invoice Number: 1368985

ACCOUNT NUM-VIP NUM 7333				COMPANY NAME LOU HAMMOND ASSOC.				FARE	136.00			
PASSENGER NAME GALLAGHER, TERRENCE 1001024053				RESERVATION NUM/VOUCHER NUM 9061208218				S.C	4.00			
DATE	CAR NO	JOB NO	DRIVER NO	DISP TIME	ETA(MINS)	RSV TIME	PICKUP TIME	TIPS				
06/12/09	215	53	2170	10:27 PM	15	10:25 PM	10:36 PM					
REQUIREMENTS				STOP				TOLLS	12.70			
#393				ZONE-ZIP		WAIT		W.T				
								STOPS				
								SLS TX				
PICKUP POINT PLAZA HOTEL				ZONE-ZIP 107				MISC	3.05			
FINAL DEST 7 ELDRIDGE AVE				79155				TOTAL	155.75			
PURSUANT TO ARTICLE 6F NYS EXECUTIVE LAW, 1999, A 2% NYBCOIF SURCHARGE IS ADDED TO ALL RIDES												
Voucher#:	Passenger			Fare	S.C	Tips	Tolls	W.T	Stops	Phone	Misc.	Total
1)	GALLAGHER, TERRENCE			136.00	4.00		12.70				3.05	155.75

Total
 \$195.73

EXPENSE REPORT (FORM J)

CLIENT CODE: 393	NAME: Korin Lamont	DATE: 6-13-09																																														
• CLIENT-RELATED (Billable and Non-billable)																																																
DATE	DESCRIPTION*	TOTAL AMOUNT	WORK CODE																																													
6/10/2009	CAB Home Care - event	12.25	E																																													
6/11/2009	CAB TO New Yorker	9.12	E																																													
6/11/2009	CAB From event	18.48	E																																													
<table border="0"> <tr> <td>06/10/09 TR 4551</td> <td>06/11/09 TR 9596</td> <td>06/11/09 TR 7306</td> </tr> <tr> <td>START END MILES</td> <td>START END MILES</td> <td>START END MILES</td> </tr> <tr> <td>21:46 21:56 3.1</td> <td>22:18 22:38 4.9</td> <td>09:47 09:56 1.5</td> </tr> <tr> <td>REGULAR FARE</td> <td>Card Type: VISA</td> <td>Regular Fare</td> </tr> <tr> <td>RATE 1:\$ 9.30</td> <td>XXXXXXXXXXXX2549</td> <td>RATE 1:\$ 7.30</td> </tr> <tr> <td>SURCH: \$ 0.50</td> <td>AUTH:05560B</td> <td>SURCH: \$ 0.00</td> </tr> <tr> <td>TIP : \$ 2.45</td> <td>Regular Fare</td> <td>TIP : \$ 1.82</td> </tr> <tr> <td>TOTAL: \$ 12.25</td> <td>RATE 1:\$ 14.90</td> <td>TOTAL: \$ 9.12</td> </tr> <tr> <td></td> <td>SURCH: \$ 0.50</td> <td></td> </tr> <tr> <td></td> <td>TIP : \$ 3.08</td> <td>Card Type: VISA</td> </tr> <tr> <td></td> <td>TOTAL: \$ 18.48</td> <td>XXXXXXXXXXXX2549</td> </tr> <tr> <td></td> <td></td> <td>AUTH:08964B</td> </tr> <tr> <td></td> <td></td> <td>THANKS</td> </tr> <tr> <td></td> <td></td> <td>TO CONTACT TLC</td> </tr> <tr> <td></td> <td></td> <td>DIAL 3-1-1</td> </tr> </table>				06/10/09 TR 4551	06/11/09 TR 9596	06/11/09 TR 7306	START END MILES	START END MILES	START END MILES	21:46 21:56 3.1	22:18 22:38 4.9	09:47 09:56 1.5	REGULAR FARE	Card Type: VISA	Regular Fare	RATE 1:\$ 9.30	XXXXXXXXXXXX2549	RATE 1:\$ 7.30	SURCH: \$ 0.50	AUTH:05560B	SURCH: \$ 0.00	TIP : \$ 2.45	Regular Fare	TIP : \$ 1.82	TOTAL: \$ 12.25	RATE 1:\$ 14.90	TOTAL: \$ 9.12		SURCH: \$ 0.50			TIP : \$ 3.08	Card Type: VISA		TOTAL: \$ 18.48	XXXXXXXXXXXX2549			AUTH:08964B			THANKS			TO CONTACT TLC			DIAL 3-1-1
06/10/09 TR 4551	06/11/09 TR 9596	06/11/09 TR 7306																																														
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		TO CONTACT TLC																																														
		DIAL 3-1-1																																														
• NON-CLIENT-RELATED BUSINE																																																

Employee Signature Korin Lamont

Approval: Emily [Signature]

Date: _____

Exp: 3-1-1

39.98

(-) Less Advances \$ _____

(+) Due Employee \$ 39.98

(-) Due LHA \$ _____

Work Codes: A: Entertainment *(indicate name, title, company, type: lunch, dinner, etc.); B: Business Meals *(see above); C: Travel; D: Media Contacts; E: Out-of-Pocket; F: Petty Cash Adv.

taylor design

INVOICE

Taylor Design
51 Bank Street
Stamford, CT 06901

TEL. 203.969.7200
FAX. 203.969.0594

No: **9063-0**

Lou Hammond & Associates
39 East 51 Street
New York NY 10022
Attn: Terence Gallagher

Date: 15-Apr-2009

Title: CTO e-Newsletter April 2009 Issue Job #: 9063

Project Description: Terry Gallagher of Lou Hammond & Associates requested the layout and programming of the April 2009 issue of the electronic newsletter for the Caribbean Tourism Organization. HTML files were supplied to the client for use in disseminating the e-newsletter to members.

Scope of Work	Cost
Programming	
- Imported text and edits based on 2-3 pages	\$500.00
- Designed and laid out diagrams/ charts as needed	
- Prepared and presented complete representative layout (showing all text and art in position)	
- Laid out and typed revisions	
- Completed HTML programming and testing	
- Sent final HTML files to client	
<hr/>	
SubTotal	\$500.00
Total	\$500.00

Terms: NET 30 days. Thank you.

OK TG
Bill 343

taylor design

INVOICE

Taylor Design
51 Bank Street
Stamford, CT 06901

TEL. 203.969.7200
FAX. 203.969.0594

No: **8997-0**

Lou Hammond & Associates
39 East 51 Street
New York NY 10022
Attn: Terence Gallagher

Date: 15-Apr-2009

Title: CTO e-Newsletter March 2009 Issue Job #: 8997

Project Description: Terry Gallagher of Lou Hammond & Associates requested the layout and programming of the March 2009 issue of the new electronic newsletter for the Caribbean Tourism Organization. HTML files were supplied to the client for use in disseminating the e-newsletter to members.

Scope of Work	Cost
Programming	
- Conference calls with client	\$807.50
- Imported text and edits based on 2-3 pages	
- Designed and laid out diagrams and/or charts as needed	
- Prepared and presented complete representative layout (showing all text and art in position)	
- Laid out and typed revisions	
- Completed HTML programming and testing	
- Sent final HTML files to client	
	<hr/>
	SubTotal \$807.50
	<hr/>
	Total \$807.50
	<hr/>

Terms: NET 30 days. Thank you.

od TG
B:11343

taylor design

INVOICE

Taylor Design
51 Bank Street
Stamford, CT 06901

TEL. 203.969.7200
FAX. 203.969.0594

No: **8927-0**

Lou Hammond & Associates
39 East 51 Street
New York NY 10022
Attn: Terence Gallagher

Date: 15-Apr-2009

Title: CTO e-Newsletter February 2009 Issue Job #: 8927

Project Description: Terry Gallagher of Lou Hammond & Associates requested the layout and programming of the February 2009 issue (2 pages) of the new electronic newsletter for the Caribbean Tourism Organization. HTML files were supplied to the client for use in disseminating the e-newsletter to members.

Scope of Work	Cost
Programming	
- Imported text and edits based on 2-3 pages	\$1,190.00
- Designed and laid out diagrams and/or charts as needed	
- Prepared and presented complete representative layout (showing all text and art in position)	
- Laid out and typed revisions	
- Completed HTML programming and testing	
- Sent final HTML files to client	
Disbursements	
- Purchased 4 stock photos	\$100.00
	SubTotal \$1,290.00
	Total \$1,290.00

Terms: NET 30 days. Thank you.

OK TG
Bill 393



Bram

of the T6

LOU HAMMOND & ASSOCIATES, INC.

39 East 51st Street, New York, NY 10022-5901 • 212-308-8880 • Fax 212-891-0200 • e-mail lha@lhammond.com
www.louhammond.com

Invoice

Bill To
Sylma Brown Bramble Director (Ag.) CARIBBEAN TOURISM ORGANIZATION-USA, Inc. 80 Broad St Ste 3200 New York, NY 10004

Date
8/20/2009

Invoice #
31656

FOR: Out-of-pocket expenses incurred on your behalf during the month of July

Item	Description	Amount
Press Clipping Service		0.00
Federal Express	FedEx packages	80.10
Travel/Entertainment Expen...	Hotel and meals, ACTS trip, Terry Gallagher	291.87
Travel/Entertainment Expen...	Taxis and lunch, Susannah Gregory, re CWiNY	70.73
Meals and Entertainment	Meals, set up signage, banners for PIX Morning News live segment, Emily Santos	112.67
Art Service	Design and layout for newsletter	500.00
Press Clipping Service	Cision press clipping service	1,110.29
Telephone	Telephone calls	1.96
Photocopying	Copy May & June Activity Report	65.28
Labor	Copy press clips and bind May & June Activity Report	34.00
Photocopying	Color copies	38.50
Postage	Postage	22.63

NSD/CES/REGISTRATION
UNIT
2010 MAR 17 PM 12:50

<i>Payable within 30 days of invoice. A charge of 1.5% per month will be made thereafter.</i>	Total \$2,328.03
---	-------------------------

FedEx Express Shipment Detail By Reference (Original)

Dropped off: Jun 22, 2009

Cust. Ref: [REDACTED]

Ref.#2:

Payor: Shipper

Ref.#3:

- Fuel Surcharge - FedEx has applied a fuel surcharge of 1.00% to this shipment.
- FedEx has audited this airbill for correct pieces, weight, and service. Any changes made are reflected in the invoice amount.
- Discount applied is the greater of volume discount or dropoff discount. No additional discount applies.

Tracking ID	[REDACTED]	Sender	[REDACTED]	Recipient	[REDACTED]
Service Type	FedEx Intl Priority				
Package Type	FedEx Box		LOU HAMMOND ASSOCIATES		
Orig./Dest	JRB/YJC		39 EAST 51 STREET		
Zone	A		NEW YORK NY 10022 US		
Packages	1				
Rated Weight	2.0 lbs				
Delivered	Jun 23, 2009 10:16				
Signed by	C.CHONG		Transportation Charge		[REDACTED]
FedEx Use	G2942/US0010/_		Fuel Surcharge		[REDACTED]
Customs			Discount		[REDACTED]
Entry Date	Jun 23, 2009		Total Transportation Charges	USD	[REDACTED]
				Reference Subtotal	USD

Dropped off: Jun 23, 2009

Cust. Ref: 393-CTDC

Ref.#2:

Payor: Shipper

Ref.#3:

- Fuel Surcharge - FedEx has applied a fuel surcharge of 1.00% to this shipment.
- Discount applied is the greater of volume discount or dropoff discount. No additional discount applies.

Tracking ID	857891453540	Sender	[REDACTED]	Recipient	[REDACTED]
Service Type	FedEx Intl Priority		SUSANNAH GREGORY		
Package Type	FedEx Envelope		LOU HAMMOND & ASSOCIATES		
Orig./Dest	JRB/BGI		39 EAST 51ST STREET		
Zone	I		NEW YORK NY 10022 US		
Packages	1				
Rated Weight	0.5 lbs				
Delivered	Jun 24, 2009 15:07				
Signed by	S.KELLMAN		Transportation Charge		40.00
FedEx Use	G5410/US0010/_		Fuel Surcharge		0.33
Customs			Discount		-7.20
Entry Date	Jun 24, 2009		Total Transportation Charges	USD	\$33.13
				393-CTDC Reference Subtotal	USD
				Total FedEx Express	USD
					\$80.10



EXPENSE REPORT (FORM M)

CLIENT CODE: 393		NAME: Emily Santos		DATE: 6/25/09	
• CLIENT-RELATED (Billable and Non-billable)					
DATE	DESCRIPTION*	TOTAL AMOUNT	WORK CODE		
6/22	Set up of Caribbean signage and banners by Don Dalrymple, East End Volleyball, on Long Beach for PIX Morning News "Sparkle in Sand" live segment	\$40	E		
6/22	Breakfast for PIX Morning News crew, Sparkle finalists and staff during "Sparkle in Sand" live segment	\$37.41	E		
6/23	Lunch with Jenna Wolfe, co-anchor, Sunday Today Show to discuss Caribbean broadcast angles for show	\$35.26	A		
• NON-CLIENT-RELATED BUSINESS (Description)					

Employee Signature Emily Santos
 Approval: TS
 Date: 6/26/09

Total Expenses	<u>\$112.67</u>
(-) Less Advances	\$ _____
(+) Due Employee	<u>\$112.67</u>
(-) Due LHA	\$ _____

Work Codes: A: Entertainment *(indicate name, title, company, type: lunch, dinner, etc.); B: Business Meals *(see above); C: Travel; D: Media Contacts; E: Out-of-Pocket; F: Petty Cash Adv.

Welcome to Dunkin' Donuts
Store #340611
130 Church St., New York
Phone: (212) 608-3512
6/22/2009 3:57:47 AM
Eat In

Order Number: **143582**

Register:2 Tran Seq No: 143582
Cashier:Manager M.
Bagel w/Spread 9.95
Muffin 7.95
12 Donuts 8.99
D-Btl Water MD 8.94
Sub. Total: \$35.83
Tax: \$1.58
Total: \$37.41
Discount Total: \$0.00

Change \$0.00
Visa: \$37.41

HEY AMERICA!

WANT A FREE DONUT WHEN YOU PURCHASE A
MEDIUM OR LARGER BEVERAGE?
Go to TELLDUNKIN.COM within
3 days; tell us about your visit.

Enter Validation Code: _____

Visit DunkinDonuts.com for
coupon restrictions.

Franchisee: Please use PLU #201

130 Church St., New York
We DELIVER LARGE ORDERS!!!

????v????v???v?v?v?v
thos

36 West 52nd Street
(212) 582-6900

Server: Bradford DOB: 06/23/2009
:06 PM 06/23/2009
table 50/1 4/40010

C 4194311
Card #XXXXXXXXXXXX7062
Magnetic card present: SANTOS EMILY
Approval: 24398Z

Amount: 58.50

+ Tip: 12.00

= Total: 70.52

\$
= 35.26

<<CUSTOMER COPY>>

taylor design

INVOICE

Taylor Design
51 Bank Street
Stamford, CT 06901

TEL 203.969.7200
FAX 203.969.0594

No: **9211-0**

Lou Hammond & Associates
39 East 51 Street
New York NY 10022
Attr: Terence Gallagher

Date: 24-Jul-2009

Title: **CTO e-Newsletter July 2009 Issue** Job #: **9211**

Project Description: Terry Gallagher of Lou Hammond & Associates requested the layout and programming of the July 2009 issue of the new electronic newsletter for the Caribbean Tourism Organization. HTML files were supplied to the client for use in disseminating the e-newsletter to members.

Scope of Work	Cost
Design and Layout	
- Client conferences and project management	\$500.00
- Imported text and edits (two rounds) based on 2-3 pages	
- Designed and laid out diagrams and charts as needed	
- Prepared and presented a complete representative layout (showing all text and art in position)	
- Laid out and typed revisions	
- HTML programming and testing	
- Finalized HTML files and sent them to the client	
<hr/>	
SubTotal	\$500.00
Total	\$500.00

Terms: NET 30 days. Thank you.

OTG

*Bill 393-CTDC
7/27/09*

taxi-ny

MED# 2Y88
06/12/09 TR 9919
START END MILES
09:38 09:56 1.5
REGULAR FARE
RATE 1:\$ 10.10
SURCH: \$ 0.00
TIP : \$ 2.00
TOTAL: \$ 12.10

CARD TYPE: VISA
XXXXXXXXXXXX8715
AUTH:095709

THANKS
TO CONTACT
DIAL 3-1-1

Nacy's 619

MED# 3P92
06/09/09 TR 9007
START END MILES
11:54 12:04 1.2
REGULAR FARE
RATE 1:\$ 7.30
SURCH: \$ 0.00
TIP : \$ 1.00
TOTAL: \$ 8.30

CARD TYPE: VISA
XXXXXXXXXXXX8715
AUTH:030412

THANKS
TO CONTACT TLC
DIAL 3-1-1

taxi-ny

NEW YORK
00420947
TRIP # 8Y79
TRIP # 8811
DATE: 06/12/2009
TIME 18:44
TIME 18:51
STAND. CITY RATE
MILES R1 1.45
FARE1 \$ 5.70
SURCHARGE 1.00
TOTAL \$ 6.70
TIP Other 2.00
TOTAL 8.70

Contact TLC Dial

Nacy's 619

NY-walkway

I 2 NEW YORK

DATE: 06/10/2009
START TIME 15:13
END TIME 15:27
TRIP # 21324
RATE No. 1
STAND. CITY RATE
MILES R1 1.44
FARE1 \$ 8.10

Contact TLC Dial
3-1-1

NY-walkway

MED# 8K04
06/10/09 TR 3249
START END MILES
17:14 17:24 1.4
REGULAR FARE
RATE 1:\$ 7.30
SURCH: \$ 1.00
TIP : \$ 1.00
TOTAL: \$ 9.30

@ home 610

CREDIT RECEIPT

MED #: 7G36
TF #: 21324
Ti. \$1.00
Gr total: \$9.10
CARDNUMBER: 8715
AUTHOR.: 012815

Customer comments call 866-4TOSTED
Visit us at www.quinzos.com
GO TO WWW.ULTIMATEITALIAN.COM
UL ENTER QUINZOS

4866 COUNTER 3 JUN 12, 2009
REG-AM 13:44

FAKE-OUT
TAX TIP \$ 7.69
TOTAL \$ 8.33
VISA CHARGE TIP \$ 0.00
ACCOUNT# :
AUTH# :

FAKE-OUT

RG HM CHICK 7.69
NO TIP
WHEEL

ORDER # 03061

QUINZOS SUB 34TH ST #3536
212.736.4400

WVCA

EXPENSE REPORT (FORM J)

CLIENT CODE: 393	NAME: Terry Gallagher	DATE: 7/1/09	
• CLIENT-RELATED (Billable and Non-billable)			
DATE	DESCRIPTION*	TOTAL AMOUNT	WORK CODE
6/8/09	Lunch, Union Station, ACTS trip	\$7.98	
6/9/09	Breakfast, Union Station, ACTS Trip	\$4.82	
6/8 -9	Hyatt Regency Hotel - ACTS Trip	\$279.07	
• NON-CLIENT-RELATED BUSINESS (Description)			

Employee Signature Terry Gallagher

Approval: _____

Date: _____

Total Expenses	<u>\$\$291.87</u>
(-) Less Advances	\$ _____
(+) Due Employee	<u>\$\$291.87</u>
(-) Due LHA	\$ _____

Work Codes: **A:** Entertainment *(indicate name, title, company, type: lunch, dinner, etc.); **B:** Business Meals *(see above); **C:** Travel; **D:** Media Contacts; **E:** Out-of-Pocket; **F:** Petty Cash Adv.

CTDC-393

393



MAMMA ILARDO'S - UNION STATION
 50 MASS AVE NE
 WASHINGTON DC 20002
 Phone: (202) 371 9072

26 Almaz A

Chk 1363 Jun08'09 11:37AM Gst 0

1 Value #1	7.25
Cash	20.00
Subtotal	7.25
Sales Tax	0.73
Payment	7.99
Change	2.02

McDonald's Corporation
 Thank you for eating at McDonald's

50 MASSACHUSETTE AVE
 WASHINGTON, DC 20002

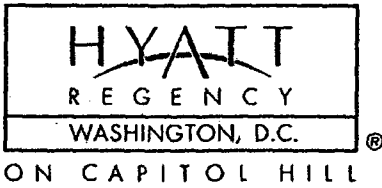
THANK YOU

UNION STATION TEL# (202)408-5014
 64 KS#06 S#1 Jun.09'09(Tue)06:57
 STORE# 11491

Order #664 TO GO

1 HOTCAKES	2.69
1 SML ORANGE JUICE	1.69
SUB TOTAL	4.38
TAKE OUT TAX	0.44

	4.82
CASH TENDERED	10.00
CHANGE	5.18



Hyatt Regency Washington on Capitol Hill
 400 New Jersey Avenue, NW
 Washington, DC 20001
 Telephone: 1 202 737 1234
 Fax: 1 202 737 5773
 www.hyattregencywashington.com

INFORMATION INVOICE

Payee: Mr Mr Terence Gallagher
 7 Eldridge Ave
 Middletown NJ 07748
 United States

Room: 0235
 Arrival: 06-08-09
 Departure: 06-09-09
 Page : 1 of 1
 Folio:
 Invoice:

Membership:
 Bonus Code:
 Confirmation #: 2678657801
 Group Name: Caribbean Tourism Organization

Cashier #:

Date	Description		Charges	Credits
06-08-09	T-Mobile Internet	12:43 Room# 0235 :	9.99	
06-08-09	Group Room		235.00	
06-08-09	Occupancy Tax		34.08	

No frequent traveler account has been credited for this stay. To enroll in Gold Passport, call 1-800-51-HYATT.

Total 279.07 USD 0.00 USD

Balance 279.07 USD

Guest Signature

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

Was your stay exceptional? Please let us know what you think...
 Simply e-mail us at QualityWasrw@hyatt.com

For more information on the Hyatt Regency Washington on Capitol Hill or other Hyatt Hotels and Resorts, visit us on the web at WWW.HYATT.COM

Lost & Found questions, please email Lost@hyatt.com

CISION

1-800-621-0561
www.cision.com
TAX ID: 36-4011543

Off to pay - CTC (3933)
CD

Invoice

Invoice Date 6/30/2009 **Invoice #** 3962212721

Bill To:
Susannah Gregory
Lou Hammond & Associates
39 East 51st Street
New York NY 10022
United States

Ship To:
Susannah Gregory
Lou Hammond & Associates
39 East 51st Street
New York NY 10022
United States

Payment Due	Terms	Client Ref / PO#	Sales Order No.	Account Executive
7/30/2009	Net 30		Sales Order #S331067	Dino, Alysha
Shipping Method	Shipping Memo	Tracking No.		
Other				

Cision Item	Ta..	Qty	Subject / Description	Market	Station	Program Title	Air Date	Time	TRT	Unit Price	Total Price
Report, Per Hit (Nat'l)	Yes	3	Audience #'s Sent for Pix Morning News 6/12/09, CBS Early Show 6/8/09 & WNBC 6/14/09 11PM News							10.00	30.00

Subtotal 30.00
 Shipping Cost (Other) 0.00
 Tax (NY-NEW YORK 8.375%) 2.51
 Total 32.51
 Amount Due **32.51**

**OUR REMITTANCE ADDRESS HAS CHANGED. PLEASE SEND ALL PAYMENTS TO:
Cision US, Inc.
P.O. Box 98869
Chicago, IL 60693-8869

Total: \$1,110.29

Cision US, Inc.

Remittance Slip

Amount Paid	Client	Invoice #
	Caribbean Tourism Develop...	3962212721

Please Enter Your Credit Card Information

Type: Discover Master Card Visa AMEX

Credit Card #: _____

Expiration Date: _____ Month _____ Year

Signature: _____

Make Checks Payable To


Cision US, Inc.
 P.O. Box 98869
 Chicago, IL
 60693-8869

1-800-621-0561
 www.cision.com
 TAX ID: 36-4011543

Invoice Date Invoice #

6/10/2009

3962210488

ok to pay - 393 (CTDC)


Bill To:
 Susannah Gregory
 Lou Hammond & Associates
 39 East 51st Street
 New York NY 10022
 United States

Ship To:
 Susannah Gregory
 Lou Hammond & Associates
 39 East 51st Street
 New York NY 10022
 United States

Payment Due	Terms	Client Ref./PO#	Sales Order No.	Account Executive
7/10/2009	Net 30		Sales Order #S328520	Dino, Alysha
Shipping Method		Shipping Memo	Tracking No.	
*E-mail			DDS@734am	

Qty	Cision Item	Tax	Subject / Description	Market	Station	Program Title	Air Date	Air Time	TRT	Unit Price	Total Price
1	Digital Clip	Yes	PIX Morning News Featuring Caribbean Week 6/8/09	NY: New York, NY	WPIX	PIX Morning News	6/8/2009	5:48 am	05:05	165.75	165.75
1	Digital Clip	Yes	PIX Morning News Featuring Caribbean Week 6/9/09	NY: New York, NY	WPIX	PIX Morning News	6/9/2009	6:30 am	05:38	165.75	165.75
1	Digital Clip	Yes	PIX Morning News Featuring Caribbean Week 6/10/09	NY: New York, NY	WPIX	PIX Morning News	6/10/2009	5:57 am	04:47	165.75	165.75

CISION

Invoice

1-800-621-0561
www.cision.com
TAX ID: 36-4011543

OK to pay - CTDL (393)
[Signature]

Invoice Date	Invoice #
7/17/2009	3962215179

Bill To:
Susannah Gregory Lou Hammond & Associates 39 East 51st Street New York NY 10022 United States

Ship To:
Susannah Gregory Lou Hammond & Associates 39 East 51st Street New York NY 10022 United States

Payment Due	Terms	Client Ref / PO#	Sales Order No.	Account Executive
8/16/2009	Net 30		Sales Order #S333173	Dino, Alysha
Shipping Method	Shipping Memo	Tracking No.		
*E-mail				

Cision Item	Ta...	Qty	Subject / Description	Market	Station	Program Title	Air Date	Time	TRT	Unit Price	Total Price
Digital Clip	Yes	1	WBLS 107.5 FM w/ Edmund Bartlett, Minister of Tourism, Jamaica	NY: New York, NY	WBLS	WBLS 107.5 FM	6/11/2009	10:50 am	4:36	165.75	165.75
1-6 months		1	WBLS 107.5 FM w/ Edmund Bartlett, Minister of Tourism, Jamaica	NY: New York, NY	WBLS	WBLS 107.5 FM	6/11/2009	10:50 am	4:36	0.00	0.00

Subtotal	165.75
Shipping Cost (*E-mail)	0.00
Tax (NY-NEW YORK 8.375%)	13.88
Total	179.63
Amount Due.	\$179.63

**OUR REMITTANCE ADDRESS HAS CHANGED. PLEASE SEND ALL PAYMENTS TO:
Cision US, Inc.
P.O. Box 98869
Chicago, IL 60693-8869

Cision US, Inc.

Remittance Slip

Amount Paid	Client	Invoice #
	Caribbean Tourism Develop...	3962215179

Please Enter Your Credit Card Information			
Type:	Discover	Master Card	Visa AMEX
Credit Card #:			
Expiration Date:	Month	Year	
Signature:			

Make Checks Payable To
Cision US, Inc. P.O. Box 98869 Chicago, IL 60693-8869

CISION

1-800-621-0561
www.cision.com
TAX ID: 36-4011543

OK to pay - CTD (392)
SD

Invoice

Invoice Date	Invoice #
7/17/2009	3962215137

Bill To:
Susannah Gregory
Lou Hammond & Associates
39 East 51st Street
New York NY 10022
United States

Ship To:
Susannah Gregory
Lou Hammond & Associates
39 East 51st Street
New York NY 10022
United States

Payment Due	Terms	Client Ref / PO#	Sales Order No.	Account Executive
8/16/2009	Net 30		Sales Order #S333158	Dino, Alysha
Shipping Method	Shipping Memo	Tracking No.		
*E-mail		notifiedat9amPST		

Cision Item	Tax	Qty	Subject / Description	Market	Station	Program Title	Air Date	Time	TRT	Unit Price	Total Price
Digital Clip	Yes	1	WBLS 107.5 FM w/ Glen Beache, Minister of Tourism, St. Vincent & The Grenadines	NY: New York, NY	WBLS	WBLS 107.5 FM	6/11/2009	11:48 am	05:26	165.75	165.75
1-6 months		1	WBLS 107.5 FM w/ Glen Beache, Minister of Tourism, St. Vincent & The Grenadines	NY: New York, NY	WBLS	WBLS 107.5 FM	6/11/2009	11:48 am	05:26	0.00	0.00

1-800-621-0561
 www.cision.com
 TAX ID: 36-4011543

Invoice Date	Invoice #
7/17/2009	3962215137

Cision Item	Ta	Qty	Subject / Description	Market	Station	Program Title	Air Date	Time	TRT	Unit Price	Total Price

Subtotal	165.75
Shipping Cost (*E-mail)	0.00
Tax (NY-NEW YORK 8.375%)	13.88
Total	179.63
Amount Due	\$179.63

**OUR REMITTANCE ADDRESS HAS CHANGED. PLEASE SEND ALL PAYMENTS TO:
 Cision US, Inc.
 P.O. Box 98869
 Chicago, IL 60693-8869

Cision US, Inc.

Remittance Slip

Amount Paid	Client	Invoice #
	Caribbean Tourism Develop...	3962215137

Please Enter Your Credit Card Information

Type: Discover Master Card Visa AMEX

Credit Card #:

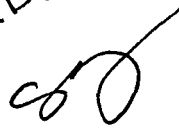
Expiration Date: Month Year

Signature: _____

Make Checks Payable To

Cision US, Inc.
 P.O. Box 98869
 Chicago, IL
 60693-8869

1-800-621-0561
 www.cision.com
 TAX ID: 36-4011543

OK to pay - 06/13/09


Invoice Date	Invoice #
7/17/2009	3962215162

Bill To:
 Susannah Gregory
 Lou Hammond & Associates
 39 East 51st Street
 New York NY 10022
 United States

Ship To:
 Susannah Gregory
 Lou Hammond & Associates
 39 East 51st Street
 New York NY 10022
 United States

Payment Due	Terms	Client Ref / PO#	Sales Order No.	Account Executive
8/16/2009	Net 30		Sales Order #S333162	Dino, Alysha
Shipping Method	Shipping Memo	Tracking No.		
*E-mail				

Cision Item	Tax	Qty	Subject / Description	Market	Station	Program Title	Air Date	Time	TRF	Unit Price	Total Price
Digital Clip	Yes	1	WBLS 107.5 FM w/ Fernando Abreu, Deputy Director of Marketing, Caribbean Tourism Organization	NY: New York, NY	WBLS	WBLS 107.5 FM	6/11/2009	1:13 pm	03:28	165.75	165.75
1-6 months		1	WBLS 107.5 FM w/ Fernando Abreu, Deputy Director of Marketing, Caribbean Tourism Organization	NY: New York, NY	WBLS	WBLS 107.5 FM	6/11/2009	1:13 pm	03:28	0.00	0.00

1-800-621-0561
 www.cision.com
 TAX ID: 36-4011543

Invoice Date	Invoice #
7/17/2009	3962215162

Cision Item	Ta	Qty	Subject / Description	Market	Station	Program Title	Air Date	Time	TRT	Unit Price	Total Price

Subtotal	165.75
Shipping Cost (*E-mail)	0.00
Tax (NY-NEW YORK 8.375%)	13.88
Total	179.63
Amount Due	\$179.63

**OUR REMITTANCE ADDRESS HAS CHANGED. PLEASE SEND ALL PAYMENTS TO:
 Cision US, Inc.
 P.O. Box 98869
 Chicago, IL 60693-8869

Cision US, Inc.

Remittance Slip

Amount Paid	Client	Invoice #
	Caribbean Tourism Develop...	3962215162

Please Enter Your Credit Card Information

Type: Discover Master Card Visa AMEX
 Credit Card #: _____
 Expiration Date: _____ Month _____ Year
 Signature: _____

Make Checks Payable To

Cision US, Inc.
 P.O. Box 98869
 Chicago, IL
 60693-8869

DATE 7/17/09

CLIENT CTDC

SUBJECT: May + June 2009 Activity Report

TOTAL HOURS: 1 hr = \$34.00

DESCRIPTION (Please check [] tasks involved)

- 1. Collating and stuffing releases _____, brochures _____, photos _____ into press kit covers
- 2. Collating and stuffing releases _____, brochures _____, photos _____ and invitations _____ into envelopes
- 3. Stick labels onto envelopes
- 4. Stick labels onto photos
- 5. Stick photos onto caption sheets
- 6. Copy press clips (Organize in chronological order [optional])
- 7. Binding
- 8. Putting signatures on letters/ Matching names of envelopes with letters
- 9. Write out on P-touch tape and stick onto index tabs
- 10. Set up the sixth floor (includes deck)
- 11. Wrap gifts (includes wrapping and tie ribbons)
- 12. Set up gift bags (includes putting tissue and everything inside)
- 13. Outside job (Helping out in press events, etc)
- 14. Other:



ITEMIZED CALL DETAIL

DATE OF INVOICE 07.15.09
INVOICE PERIOD 06.15.09 - 07.14.09

INVOICE NUMBER 51714063
ACCOUNT NUMBER 4358104
PAGE 21

LONG DISTANCE OUTGOING CALL DETAIL (CONT'D) - 4358104 LOU HAMMOND & ASSOCIATES

Caribbean Tourism Department
(212) 542-9930

REFERENCE	DATE	TIME	# CALLED	LOCATION	MINUTES	AMOUNT
14269329864	06/19	04:28 PM	513 977-3000	WSEVENTH I,OH	1.0	0.0000
356120475	06/22	03:27 PM	246 427-5242	BRIDGETOWN,BD	3.2	1.0300
14310151322	06/25	02:47 PM	512 476-3636	AUSTIN ,TX	1.4	0.0000
14402993680	07/08	04:37 PM	802 660-1879	BURLINGTON,VT	0.1	0.0000
14412431719	07/09	01:50 PM	415 694-3329	SNFC CNTRL,CA	7.8	0.0000
14447890253	07/14	11:54 AM	435 462-9338	MTPLEASANT,UT	0.1	0.0000
14447890242	07/14	01:33 PM	435 462-9338	MTPLEASANT,UT	2.4	0.0000
14447890239	07/14	01:36 PM	720 284-2314	ENGLEWOOD ,CO	2.5	0.0000
14447890241	07/14	01:45 PM	720 284-2314	ENGLEWOOD ,CO	1.1	0.0000
Total for: (212) 542-9930					9 Calls	19.6
Total for: Caribbean Tourism Department					9 Calls	19.6

Total : \$1.96

COLOR COPIES FORM (FORM Z)

DATE: 7/16/04

ACCOUNT REP: Susannah Gregory # 393

CLIENT CHARGES: CTDC # 393

LHA CHARGE:

DESCRIPTION: Attached

TOTAL # OF COLOR COPIES: 77

TOTAL COST: \$ 38.50

Gabriel Perez

From: Susannah Gregory
Sent: Thursday, July 16, 2009 10:08 AM
To: Gabriel Perez
Subject: more colored copies

Hey guys:

Can I get one colored copy of each clip in the May and June folders? Need for bound report - please charge 393...thanks!!

J:\TerryG\Images\Caribbean Tourism Development Company\Clips\2009\May
J:\TerryG\Images\Caribbean Tourism Development Company\Clips\2009\June

-30
-47

Susannah Gregory, Account Executive
Lou Hammond & Associates
39 E 51st St, New York, NY 10022
t: 212-891-0246 f: 212-891-0200
www.louhammond.com
www.twitter.com/louhammondpr

Page: 1
Date: AUG 10 2009
Time: 9:33A
Station:

Account Summary - JAN 01 2009 to DEC 31 2009

<u>Account</u>	<u>Pieces</u>	<u>Postage</u>	<u>Surcharge</u>	<u>Total</u>
393	7	22.630	0.000	22.630
=====				
Grand Total:	7	22.630	0.000	22.630

End of Report



LOU HAMMOND & ASSOCIATES, INC.

39 East 51st Street, New York, NY 10022-5901 • 212-308-8880 • Fax 212-891-0200 • e-mail lha@lhammond.com
www.louhammond.com

Invoice

Bill To
Sylma Brown Bramble Director (Ag.) CARIBBEAN TOURISM ORGANIZATION-USA, Inc. 80 Broad St Ste 3200 New York, NY 10004

Date	Invoice #
9/24/2009	31818

FOR: Out-of-pocket expenses incurred on your behalf during the month of August.

Item	Description	Amount
Transportation	Car service	311.96
Miscellaneous	Purchase publication for client clip	5.95
Telephone	Long-distance telephone	3.95
Press Clipping Service	Digital clips, PIX Morning News	179.63
Postage	Postage	1.66
		NSD/CES/REGISTRATION UNIT 2010 MAR 17 PM 12:50
Payable within 30 days of invoice. A charge of 1.5% per month will be made thereafter.		Total \$503.15



DialCar, Inc.

DialCar, Inc.
 2104 Avenue X
 Brooklyn, NY 11235
 Tel: 1-(718) 743-8042
 Fax: 1-(718) 743-6018

Job #: 209332 On Date: 6/22/2009 00:00:00 Car: 372C Ticket: A2971155

AVAIL	<i>✓</i>	FARE #	CAR NO	LA 2971155
	<i>209332</i>		<i>372</i>	
	<i>6/22</i>	PICKUP TIME	<i>8:45</i>	Per Office Use Only
	<i>6/22</i>	DATE		
NAME OF PASSENGER	<i>GREGORY</i>			
FROM	<i>Long Beach LI</i>			
TO	<i>215 22nd St Astoria</i>			
ACTUAL PICKUP TIME	<i>9:08</i>			
STOPS	<i>1</i>			
PHONE CALLS	<i>1</i>			
TOLLS	<i>4.00</i>			
MISC.	<i>110A</i>			
GRATUITY	<i>2.00</i>			
TOTAL	<i>95</i>			
ACCOUNT NO.	<i>L1148 - 94A1</i>			
DEPT. NO.	<i>OVER 0</i>			

Fare: \$100.00 SC: \$9.00 AS: \$9.00 Wait: \$12.00 NYSSC: \$2.50
 Tolls: \$4.00 Misc: \$9.00 Phone: \$9.00 Tax: \$10.78 Total: \$138.28

Job #: 209330 On Date: 6/22/2009 00:00:00 Car: 292Y Ticket: A2951817

AVAIL	<i>✓</i>	FARE #	CAR NO	LA 2951817
	<i>209330</i>		<i>292</i>	
	<i>6/22</i>	PICKUP TIME	<i>8:45</i>	Per Office Use Only
	<i>6/22</i>	DATE		
NAME OF PASSENGER	<i>Susanna Gregory</i>			
FROM	<i>Long Beach LI</i>			
TO	<i>E 51st & MA</i>			
ACTUAL PICKUP TIME	<i>9:08</i>			
STOPS	<i>1</i>			
PHONE CALLS	<i>1</i>			
TOLLS	<i>9.00</i>			
MISC.	<i>1026</i>			
GRATUITY	<i>2.00</i>			
TOTAL	<i>111.00</i>			
ACCOUNT NO.	<i>L1148-M1-M4</i>			
DEPT. NO.	<i>OVER 0</i>			

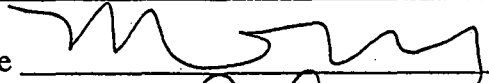
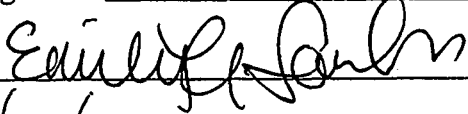
Fare: \$100.00 SC: \$9.00 AS: \$23.00 Wait: \$16.00 NYSSC: \$3.14
 Tolls: \$9.00 Misc: \$9.00 Phone: \$9.00 Tax: \$13.54 Total: \$173.68

Total:
 \$311.96

EXPENSE REPORT (FORM J)

393

CLIENT CODE: 233 333		NAME: <u>Maika McLaughlin</u>		DATE: <u>8/6/09</u>
• CLIENT-RELATED (Billable and Non-billable)				
DATE	DESCRIPTION*	DESCR	TOTAL AMOUNT	WORK CODE
<u>8/5/09</u>	<u>breakfast with Rich Restier, TravelandLeisure.com</u>		<u>54.82</u>	<u>A</u>
• NON-CLIENT-RELATED BUSINESS (Description)				

Employee Signature 
 Approval: 
 Date: 8/6/09

Total Expenses \$ 54.82
 (-) Less Advances \$
 (+) Due Employee \$
 (-) Due LHA \$

Work Codes: A: Entertainment *(indicate name, title, company, type: lunch, dinner, etc.); B: Business Meals *(see above); C: Travel;
 D: Media Contacts; E: Out-of-Pocket; F: Petty Cash Adv.

\$ 27.41

Blue Fin
47th & Broadway
(212)918-1400

Date: Aug05'09 09:44AM
Card Type: Mastercard
Acct #: XXXXXXXXXXXX8019
Trans Key: BIB000388939183
Exp Date: XX/XX
Auth Code: 014409
Check: 2250
Table: 17/1
Server: 1840 Kevin K

Subtotal: 46.82

Tip: 8

Total: 54.82

Signature: _____

Quick Gratuity Guide

15% 6.45

18% 7.74 Blue Fin

20% 8.60 Broadway

Aug05'09 09:44AM

Mastercard
XXXXXXXXXXXX8019

Please keep for your records

Exp Date: XX/XX

Thank You for dining at

Blue Fin!

Table: 17/1

Server: 1840 Kevin K

Subtotal: 46.82

Tip: 8

Total: 54.82

Quick Gratuity Guide

15% 6.45

18% 7.74 Blue Fin

20% 8.60 Broadway

Aug05'09 09:44AM

Mastercard
XXXXXXXXXXXX8019

Please keep for your records

Account Summary - JAN 01 2009 to DEC 31 2009

<u>Account</u>	<u>Pieces</u>	<u>Postage</u>	<u>Surcharge</u>	<u>Total</u>
393	2	1.660	0.000	1.660
=====				
Grand Total:	2	1.660	0.000	1.660
End of Report				

EXPENSE REPORT (FORM J)

CLIENT CODE: <u>393</u>		NAME: <u>Susannah Gregory</u>		DATE: <u>8/14/09</u>
• CLIENT-RELATED (Billable and Non-billable)				
DATE	DESCRIPTION*	TOTAL AMOUNT	WORK CODE	
<u>7/28/09</u>	<u>Universal News - CTDC clip</u>	<u>5.95</u>		
• NON-CLIENT-REL.				

Employee Signature _____

Approval: _____

Date: 8/18/09

Total Expenses

(-) Less Advances

(+) Due Employee

(-) Due LHA

\$ 5.95
 \$ _____
 \$ 5.95
 \$ _____

Work Codes: A: Entertainment *(indicate name, title, company, type: lunch, dinner, etc.); B: Business Meals *(see above); C: Travel;
 D: Media Contacts; E: Out-of-Pocket; F: Petty Cash Adv.

DATE OF INVOICE 08.15.09
 INVOICE PERIOD 07.15.09 - 08.14.09

INVOICE NUMBER 51772916
 ACCOUNT NUMBER 4358104
 PAGE 23

LONG DISTANCE OUTGOING CALL DETAIL (CONT'D) - 4358104 LOU HAMMOND & ASSOCIATES

Caribbean Tourism Department
 (212) 542-9930

REFERENCE	DATE	TIME	# CALLED	LOCATION	MINUTES	AMOUNT
14464325534	07/16	09:09 AM	850 763-6751	PANAMACITY,FL	1.4	0.0000
14477151505	07/17	01:09 PM	508 945-6732	CHATHAM ,MA	7.1	0.0000
14477151493	07/17	02:43 PM	215 854-2459	PHILA ,PA	0.8	0.0000
14481276518	07/17	05:16 PM	303 668-7826	DENVER ,CO	4.3	0.0000
14506771405	07/22	01:03 PM	206 728-6463	SEATTLE ,WA	1.8	0.0000
14506771410	07/22	01:14 PM	716 845-7000	BUFFALO ,NY	0.4	0.0000
14506771400	07/22	02:15 PM	561 743-6179	JUPITER ,FL	0.9	0.0000
14559588377	07/29	11:48 AM	214 642-4424	GRANDPRARI,TX	8.0	0.0000
14569588109	07/30	02:01 PM	267 514-7680	PHILA ,PA	1.0	0.0000
14569588093	07/30	04:42 PM	662 447-2237	OKOLONA ,MS	0.1	0.0000
362780682	07/31	10:00 AM	246 427-5242	BRIDGETOWN,BD	1.3	0.4200
14591859436	08/03	11:21 AM	305 661-1837	MIAMI ,FL	0.3	0.0000
14603749347	08/04	01:43 PM	901 210-7286	MEMPHIS ,TN	3.2	0.0000
14652080085	08/10	02:25 PM	901 287-4599	MEMPHIS ,TN	4.4	0.0000
14656337181	08/11	11:19 AM	603 498-3366	PORTSMOUTH,NH	0.6	0.0000
364909312	08/12	11:53 AM	613 546-6266	KINGSTON ,ON	1.3	0.0900
14668231261	08/12	02:32 PM	561 775-2600	WPALMBEACH,FL	0.5	0.0000
365446575	08/14	11:01 AM	905 293-6673	MALTON ,ON	0.5	0.0400
14690329501	08/14	11:03 AM	918 512-4641	SAPULPA ,OK	0.7	0.0000
14690329511	08/14	11:07 AM	918 512-4641	SAPULPA ,OK	0.9	0.0000
Total for: (212) 542-9930				20 Calls	39.5	
Total for: Caribbean Tourism Department				20 Calls	39.5	

Total

\$3.95

CISION

Invoice

1-800-621-0561
www.cision.com
TAX ID: 36-4011543

*OK to pay
-393- (8)*

Invoice Date	Invoice #
6/22/2009	3962211878

Bill To:
Susannah Gregory
Lou Hammond & Associates
39 East 51st Street
New York NY 10022
United States

Ship To:
Susannah Gregory
Lou Hammond & Associates
39 East 51st Street
New York NY 10022
United States

Payment Due	Terms	Client Ref / PO#	Sales Order No.	Account Executive
7/22/2009	Net 30		Sales Order #S330021	Dino, Alysha
Shipping Method	Shipping Memo	Tracking No.		
*E-mail				

Cision Item	Ta	Qty	Subject / Description	Market	Station	Program Title	Air Date	Time	TRT	Unit Price	Total Price
Digital Clip	Yes	1	PIX Morning News Featuring Caribbean Sparkle in the Sand Promotion	NY: New York, NY	WPIX	PIX Morning News	6/22/2009	6:20 am	7:59	165.75	165.75

Subtotal **165.75**
Shipping Cost (*E-mail) **0.00**
Tax (NY-NEW YORK 8.375%) **13.88**
Total **179.63**
Amount Due **\$179.63**

****OUR REMITTANCE ADDRESS HAS CHANGED. PLEASE SEND ALL PAYMENTS TO:**
Cision US, Inc.
P.O. Box 98869
Chicago, IL 60693-8869

Cision US, Inc.

Remittance Slip

Amount Paid	Client	Invoice #
	Caribbean Tourism Develop...	3962211878

Please Enter Your Credit Card Information
Type: Discover Master Card Visa AMEX
Credit Card #: _____
Expiration Date: _____ Month _____ Year
Signature: _____

Make Checks Payable To
Cision US, Inc.
P.O. Box 98869
Chicago, IL
60693-8869



LOU HAMMOND & ASSOCIATES, INC.

39 East 51st Street, New York, NY 10022-5901 • 212-308-8880 • Fax 212-891-0200 • e-mail lha@lhammond.com
www.louhammond.com

Invoice

Bill To
Sylma Brown Bramble Director (Ag.) CARIBBEAN TOURISM ORGANIZATION-USA, Inc. 80 Broad St Ste 3200 New York, NY 10004

Date
10/23/2009

Invoice #
31941

FOR: Out-of-pocket expenses incurred on your behalf during the month of September.

Item	Description	Amount
Miscellaneous	Purchase Charlotte News - CTO clip	4.50
Telephone	Long distance telephone	3.01
Deliveries	Deliveries	35.00
Photocopying	Copy reports for January through May	9.28
CD Duplication	Burn CDs	20.00
		NSD/CES/REGISTRATION UNIT 2010 MAR 17 PM 12:50
<i>Payable within 30 days of invoice. A charge of 1.5% per month will be made thereafter.</i>		Total \$71.79



LOU HAMMOND & ASSOCIATES, INC.

39 East 51st Street, New York, NY 10022-5901 • 212-308-8880 • Fax 212-891-0200 • e-mail lha@lhammond.com
www.louhammond.com

Invoice

Bill To
Sylma Brown Bramble Director (Ag.) CARIBBEAN TOURISM ORGANIZATION-USA, Inc. 80 Broad St Ste 3200 New York, NY 10004

Date	Invoice #
11/20/2009	31999

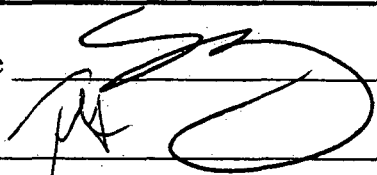
FOR: Out-of-pocket expenses incurred on your behalf during the month of October.


Item	Description	Amount
Art Service	Layout and programming for CTO e-Newsletter June and September 2009 issues	1,000.00
Travel/Entertainment Expen...	Taxis and hotel incidentals for Susannah Gregory Toronto trip	499.80
Meals and Entertainment	Coffee with Kris King, Toronto-based journalist - Susannah Gregory	6.75
Federal Express	FedEx package	50.90
Telephone	Long-distance telephone	19.44
Travel/Entertainment Expen...	Flight for Susannah Gregory re Caribbean Week in Canada	511.44
Travel/Entertainment Expen...	Rooms at Intercontinental Toronto Centre for Susannah Gregory, Emily Santos and Melanie Reffes for Caribbean Week in Canada	1,099.49
Non-release Word Processing	Create name tags for Caribbean Week in Canada	48.00
Postage	Postage	3.56
CD Duplication	Burn CD	10.00
		NSD/CES/REGISTRATION UNIT 2010 MAR 17 PM 12:50
Total		\$3,249.38

Payable within 30 days of invoice. A charge of 1.5% per month will be made thereafter.

EXPENSE REPORT (FORM J)

CLIENT CODE: 393		NAME: Susannah Gregory		DATE: 11/4/09	
• CLIENT-RELATED (Billable and Non-billable)					
DATE	DESCRIPTION*	TOTAL AMOUNT	WORK CODE		
10/28/09	NYC Taxi to office with luggage	10.70	C		
10/31/09	NYC Taxi from LGA to apartment for ES and SG	46.00	C		
10/29/09	Taxi from hotel to CTO's offices	15.00	C		
10/28/09	Taxi from Toronto airport to hotel	60.00	C		
10/30/09	Taxi from CWiC event to hotel	13.00	C		
10/29/09	Taxi from hotel to CTS-TV chef demo	100.00	C		
10/31/09	Taxi from hotel to Toronto airport	70.00	C		
10/29/09	Taxi from CTO's offices to hotel	12.00	C		
10/30/09	Taxi from hotel to CWiC event	15.00	C		
10/31/09	InterContinental Hotel Incidentals	158.10	C		
• NON-CLIENT-RELATED BUSINESS (Description)					

Employee Signature 

Approval: 

Date: _____

Total Expenses	<u>\$499.80</u>
(-) Less Advances	\$ _____
(+) Due Employee	\$ _____
(-) Due LHA	<u>\$499.80</u>

N/C

Work Codes: A: Entertainment *(indicate name, title, company, type: lunch, dinner, etc.); B: Business Meals *(see above); C: Travel; D: Media Contacts; E: Out-of-Pocket; F: Petty Cash Adv.

RECEIPT hotel - CTD office

Cab No. _____ G.S.T. _____
From _____
To _____
Date _____ Amount 15.00
Signature _____

RECEIVED PAYMENT

PAID 60/k taxi from airport to hotel
DATE 28/10/09 #24
DRIVER
WITH THANKS Smith

Fiat rates are available for Destinations

Sightseeing Tours
Corporate Limousine Services
Special Occasions
Professional Service

Date: 31/10/09
Amount: \$100

intecm
A/P

MED# 6811
10/28/09 TR 370
START END MILES
18:32 08:48
Regular Fare
RATE 1: \$ 9.70
PURCH: \$ 0.00
TIP: \$ 1.00
TOTAL: \$ 10.70

Card Type: VISA
XXXXXXXXXXXX8715
AUTH: 024908

THANKS
TO CONTACT TLC

- Clean cars, experienced trained drivers
- Best service in town
- Van and limousines available on prearranged calls

Date: _____ Amount: 12.00
From: _____
To: _____
Driver: _____ Cab #: _____

Thank you for your business!

RECEIPT

cab to TV segment
Date 10-29-09
From ICB
To 1275 N. SERVICE RD
Amount \$100

Pre-arranged Limousine Areas:
Terminal 1, Door "D" ♦ Terminal 3, Post "29"
Please ask the commissionaire for Graystone Limousines

RECEIPT

Received from Car 56
From _____ Date _____
To _____
Amount \$ 15.00 G.S.T. Included
Drivers Signature _____

EASTEND TAXI



Date 10/31 2009

OFFICIAL TAXI RECEIPT

FROM General City
TO _____
FARE PAID _____
SIGNATURE [Signature] \$46

RECEIPT FOR CAB FARE
Date 11/30/09
Amount 513
From event (Permanently Cellar)
To hotel

Cab No. _____ Driver _____
THANK YOU

ABLE-ATLANTIC TAXI
298-1111

INFORMATION INVOICE

Membership No. :
A/R Number :
Group Code : CTL
Company Name :

Ms Susannah Gregory
39 East 53rd st
New York, NY 10022
US

Room No. : 0503
Arrival : 10-28-09
Departure : 10-31-09
Page No. : 1 of 1
Folio No. :
Conf. No. : 1277183
Cashier No. : 6
GST Reg No. : 121956932

Date	Text	Reference	Charges	Credits
10-28-09	Private Dining - Food	Room# 0503 : CHECK# 4797	37.61	
10-29-09	Private Dining B/Fast - Food	Room# 0503 : CHECK# 4812	21.98	
10-29-09	Private Dining Lunch - Food	Room# 0503 : CHECK# 4825	25.84	
10-29-09	Private Dining Dinner - Beverag	Room# 0503 : CHECK# 4850	18.06	
10-30-09	Private Dining - Food	Room# 0503 : CHECK# 4889	54.61	
10-31-09	Cash			158.10
	F&B PST	0.00 CAD		
		10.52 CAD		
		0.00 CAD		
	F&B GST	7.03 CAD		
		0.00 CAD		
Total			158.10	158.10
Balance			0.00	CAD

CREDIT CARD FORM (FORM K)

Use of company credit card: Immediately after charging on your group's credit card you must complete the following and give to the Controller:

AMERICAN EXPRESS VISA

TO: CONTROLLER

DATE: 10/31/09

VENDOR: Intercontinental Toronto Centre

CLIENT & CODE 393 (CTO)

APPROX. AMOUNT: \$1,099.49

DESCRIPTION: Hotel Rooms for S. Gregory, E. Santos & Melanie Reffes
for Caribbean week in Canada

NAME: S. Gregory

Charges over \$2,000 must have the Chairman or President's approval.

Approved by Chairman / President: _____

Date: _____

INFORMATION INVOICE

 Membership No. :
 A/R Number :
 Group Code : CTL
 Company Name :

 Ms Susannah Gregory
 39 East 53rd st
 New York, NY 10022
 US

 Room No. : 0503
 Arrival : 10-28-09
 Departure : 10-31-09
 Page No. : 1 of 2
 Folio No. : 158339
 Conf. No. : 1277183
 Cashier No. : 112
 GST Reg No. : 121956932

Date	Text	Reference	Charges	Credits
10-28-09	Deposit Transfer at Check-In			471.21
10-28-09	*Accommodation		139.00	
10-28-09	Room - PST 5%		6.95	
10-28-09	Room GST 5%		6.95	
10-28-09	DMF		4.17	
10-29-09	*Accommodation		139.00	
10-29-09	Room - PST 5%		6.95	
10-29-09	Room GST 5%		6.95	
10-29-09	DMF		4.17	
10-30-09	*Accommodation		139.00	
10-30-09	Room - PST 5%		6.95	
10-30-09	Room GST 5%		6.95	
10-30-09	DMF		4.17	

INFORMATION INVOICE

Membership No. :
A/R Number :
Group Code : CTL
Company Name :

Ms Susannah Gregory
39 East 53rd st
New York, NY 10022
US

Room No. : 0503
Arrival : 10-28-09
Departure : 10-31-09
Page No. : 2 of 2
Folio No. : 158339
Conf. No. : 1277183
Cashier No. : 112
GST Reg No. : 121956932

Date	Text	Reference	Charges	Credits
	Room - PST 5%	20.85 CAD		
	F&B PST	0.00 CAD		
	Room GST 5%	20.85 CAD		
	DMF	12.51 CAD		
		Total	471.21	471.21
		Balance	0.00	CAD

INFORMATION INVOICE

Membership No. :
A/R Number :
Group Code : CTL
Company Name :

Melanie Reffes

CA

Room No. : 0416
Arrival : 10-29-09
Departure : 10-31-09
Page No. : 1 of 1
Folio No. : 158169
Conf. No. : 1282601
Cashier No. : 112
GST Reg No. : 121956932

Date	Text	Reference	Charges	Credits
10-29-09	Deposit Transfer at Check-In			314.14
10-29-09	*Accommodation		139.00	
10-29-09	Room - PST 5%		6.95	
10-29-09	Room GST 5%		6.95	
10-29-09	DMF		4.17	
10-30-09	*Accommodation		139.00	
10-30-09	Room - PST 5%		6.95	
10-30-09	Room GST 5%		6.95	
10-30-09	DMF		4.17	
	Room - PST 5%	13.90 CAD		
	F&B PST	0.00 CAD		
	Room GST 5%	13.90 CAD		
		0.00 CAD		
	DMF	8.34 CAD		
	Total		314.14	314.14
	Balance		0.00	CAD

INFORMATION INVOICE

 Membership No. :
 A/R Number :
 Group Code : CTL
 Company Name :

Emily Santos

CA

 Room No. : 0711
 Arrival : 10-29-09
 Departure : 10-31-09
 Page No. : 1 of 1
 Folio No. : 158168
 Conf. No. : 1277184
 Cashier No. : 112
 GST Reg No. : 121956932

Date	Text	Reference	Charges	Credits
10-29-09	Deposit Transfer at Check-In			314.14
10-29-09	*Accommodation		139.00	
10-29-09	Room - PST 5%		6.95	
10-29-09	Room GST 5%		6.95	
10-29-09	DMF		4.17	
10-30-09	*Accommodation		139.00	
10-30-09	Room - PST 5%		6.95	
10-30-09	Room GST 5%		6.95	
10-30-09	DMF		4.17	
	Room - PST 5%	13.90 CAD		
	F&B PST	0.00 CAD		
	Room GST 5%	13.90 CAD		
		0.00 CAD		
	DMF	8.34 CAD		
	Total		314.14	314.14
	Balance		0.00 CAD	

CTO-393

taylor design

INVOICE

Taylor Design
51 Bank Street
Stamford, CT 06901

TEL. 203.969.7200
FAX. 203.969.0594

No: **9368-0**

Lou Hammond & Associates
39 East 51 Street
New York NY 10022
Attn: Terence Gallagher

Date: 14-Oct-2009

Title: CTO e-Newsletter September 2009 Issue Job #: 9368

Project Description: Terry Gallagher of Lou Hammond & Associates requested the layout and programming of the September 2009 issue of the new electronic newsletter for the Caribbean Tourism Organization. HTML files were supplied to the client for use in disseminating the e-newsletter to members.

Scope of Work	Cost
Programming	
- Client conferences and project management	\$500.00
- Imported text and edits	
- Designed and laid out diagrams and charts as needed	
- Prepared and presented a complete representative layout (showing all text and art in position)	
- Laid out and typed revisions	
- HTML programming and testing	
- Finalized HTML files, sent to client	
<hr/>	
	SubTotal \$500.00
	Total \$500.00

Terms: NET 30 days. Thank you.

Total: \$1,000.00

taylor design

INVOICE

Taylor Design
51 Bank Street
Stamford, CT 06901

TEL 203.969.7200
FAX 203.969.0594

No: **9154-0**

Lou Hammond & Associates
39 East 51 Street
New York NY 10022
Attn: Terence Gallagher

Date: 10-Jun-2009

Title: CTO e-Newsletter June 2009 Issue Job #: 9154

Project Description: Terry Gallagher of Lou Hammond & Associates requested the layout and programming of the June 2009 issue of the new electronic newsletter for the Caribbean Tourism Organization. HTML files will be supplied to the client for use in disseminating the e-newsletter to members.

Scope of Work	Cost
Programming	
- Imported text	\$500.00
- Designed and laid out diagrams and charts	
- Prepared and presented a complete representative layout (showing all text and art in position)	
- Laid out and typed revisions	
- HTML programming and testing	
- Final HTML files sent to client	
<hr/>	
SubTotal	\$500.00
Total	\$500.00

Terms: NET 30 days. Thank you.

#343
CTDC

Fed # 06-1473992



Invoice Number
5-669-43885

Invoice Date
Oct 26, 2009

Account Number
1015-9292-8

FedEx Express Shipment Detail By Reference (Original)

Shipped: Oct 16, 2009

Cust. Ref.: 393

Ref.#2:

Payor: Shipper

Ref.#3:

- Fuel Surcharge - FedEx has applied a fuel surcharge of 7.50% to this shipment.
- FedEx has audited this airbill for correct pieces, weight, and service. Any changes made are reflected in the invoice amount.

Tracking ID 796039604512
 Service Type FedEx Intl Priority
 Package Type FedEx Pak
 Orig./Dest. JRB/BGI
 Zone I
 Packages 1
 Rated Weight 1.3 lbs
 Delivered Oct 19, 2009 14:02
 Signed by S.KELLMAN
 FedEx Use P2569/US0010/_
 Customs
 Entry Date Oct 17, 2009

Sender
 LOU HAMMOND
 LOU HAMMOND & ASSOCIATES, INC.
 39 EAST 51 STREET
 NEW YORK NY 10022 US

Recipient
 JOHNSON JOHNROSE
 CARIBBEAN TOURISM ORGANIZATION
 ONE FINANCIAL PLACE
 COLLYMORE ROCK
 ST. MICHAEL BB

Transportation Charge	57.75
Discount	-10.40
Fuel Surcharge	3.55
Total Transportation Charges	USD \$50.90

393 Reference Subtotal	USD	\$50.90
Total FedEx Express	USD	\$50.90

DATE OF INVOICE 10.15.09
 INVOICE PERIOD 09.15.09 - 10.14.09

INVOICE NUMBER 51889921
 ACCOUNT NUMBER 4358104
 PAGE 21

LONG DISTANCE OUTGOING CALL DETAIL (CONT'D) - 4358104 LOU HAMMOND & ASSOCIATES

REFERENCE	DATE	TIME	# CALLED	LOCATION	MINUTES	AMOUNT
Caribbean Tourism Department (212) 542-9930						
15091944478	09/16	03:58 PM	707 522-5863	SANTA ROSA,CA	0.8	0.0000
370829617	09/16	04:36 PM	647 989-6397	TORONTO ,ON	1.4	0.1000
15096891191	09/17	11:46 AM	401 419-8534	PROVIDENCE,RI	2.1	0.0000
15100984370	09/17	03:30 PM	203 969-7200	STAMFORD ,CT	1.4	0.0000
15100984333	09/17	05:37 PM	617 300-3838	CAMBRIDGE ,MA	1.0	0.0000
15123591534	09/21	10:59 AM	203 227-9180	WESTPORT ,CT	35.6	0.0000
371838945	09/22	03:23 PM	246 427-5242	BRIDGETOWN,BD	4.7	1.5100
15133153254	09/22	03:58 PM	203 227-9180	WESTPORT ,CT	6.2	0.0000
371838947	09/22	05:18 PM	416 861-1488	TORONTO ,ON	8.9	0.6200
371972192	09/23	09:20 AM	246 427-5242	BRIDGETOWN,BD	1.5	0.4800
371972192	09/23	11:16 AM	246 427-5242	BRIDGETOWN,BD	1.7	0.5500
15147776852	09/23	11:19 AM	315 307-5271	SYRACUSE ,NY	37.2	0.0000
15147776786	09/23	03:20 PM	310 695-3235	INGLEWOOD ,CA	4.3	0.0000
371972192	09/23	04:13 PM	246 427-5242	BRIDGETOWN,BD	1.6	0.5200
15147776755	09/23	04:31 PM	831 457-0243	SANTA CRUZ,CA	29.3	0.0000
15150245211	09/24	09:04 AM	203 227-9180	WESTPORT ,CT	11.0	0.0000
15154101246	09/24	02:00 PM	310 726-1454	EL SEGUNDO,CA	11.5	0.0000
15154101198	09/24	04:43 PM	310 430-4585	SAN MONICA,CA	1.0	0.0000
372282076	09/24	05:24 PM	246 427-5242	BRIDGETOWN,BD	2.0	0.6400
15161564912	09/25	11:25 AM	203 461-8423	STAMFORD ,CT	1.2	0.0000
372387144	09/25	11:42 AM	246 427-5242	BRIDGETOWN,BD	2.1	0.6800
15161564806	09/25	04:16 PM	203 227-9180	WESTPORT ,CT	0.1	0.0000
15161564811	09/25	04:17 PM	203 984-1866	NORWALK ,CT	5.9	0.0000
15166040392	09/25	05:14 PM	203 227-9180	WESTPORT ,CT	6.7	0.0000
15174657033	09/28	04:01 PM	203 984-1866	NORWALK ,CT	0.1	0.0000
15174657045	09/28	04:02 PM	203 227-9180	WESTPORT ,CT	0.1	0.0000
15214492105	10/02	01:10 PM	817 967-1804	EULESS ,TX	0.2	0.0000
374423984	10/07	06:07 PM	905 331-7333	BURLINGTON,ON	1.1	0.0800
15263204279	10/08	10:17 AM	315 307-5271	SYRACUSE ,NY	8.9	0.0000
15290602473	10/13	03:33 PM	210 533-6528	SANANTONIO,TX	3.0	0.0000
375414938	10/13	05:37 PM	246 427-5242	BRIDGETOWN,BD	1.8	0.5800
Total for (212) 542-9930					31 Calls	194.4
Total for Caribbean Tourism Department					31 Calls	194.4

\$19.44

CREDIT CARD FORM (FORM K)

Use of company credit card: Immediately after charging on your group's credit card you must complete the following and give to the Controller:

AMERICAN EXPRESS

VISA

TO: CONTROLLER

DATE: 10/20/09

VENDOR: Orbitz

CLIENT & CODE 393 (CTO)

APPROX. AMOUNT: \$511.44

DESCRIPTION: flight for Susannah Gregory for Caribbean Week in Canada

NAME: S. Gregory

Charges over \$2,000 must have the Chairman or President's approval.

Approved by Chairman / President: _____

Date: _____

Susannah Gregory

From: OrbitzTLC [travelercare@orbitz.com]
Sent: Tuesday, October 20, 2009 6:52 PM
To: Susannah Gregory
Subject: Travel Document - Toronto 10/28/09
Follow Up Flag: Follow up
Flag Status: Red



Your Travel Document

Hello John,

Thanks for traveling with Orbitz. This e-mail confirms the ticket number(s) issued for the "Toronto 10/28/09" trip.

Visit "My Trips" to add this reservation to your calendar.

Your ticketed itinerary involves travel via Canada and this country now requires proof of citizenship. Click here for more information.

Ticket Information

Passenger(s): SUSANNAH GREGORY

United Airlines record locator: R16F5M
Ticket type requested: electronic (e-ticket)
Orbitz record locator: AP1101014RPJ6SP9
Airline ticket number(s): 0167457406411

Please note: At least one airline in this trip charges an additional fee for checked baggage. This fee is not included in your total trip cost. See details

Please note: Meal requests are subject to the type of service offered on your flight and cannot be guaranteed by Orbitz or the airline. Special requests should be confirmed directly with the airline 24 hours prior to departure.

Wednesday, October 28, 2009
United Airlines # 8237 Operated by: AIR CANADA -- AC 723 - Please check in with the operating carrier

New York La Guardia (LGA) to Toronto Pearson International (YYZ)

October 20, 2009

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Sign up now for travel deals, alerts and specials.



OrbitzTLCSM Alerts

Flight status alerts are set up for the following people.

John Collins
2024366360@txt.att.net
Text message
Receiving: Departure Alerts, Airport Advisories

Update alert settings
Learn more

New! Look up your itinerary and flight status on your mobile phone at mobile.orbitz.com.
Learn more

Great rates
Click for car, hotel and attractions & services rates in Toronto



Add a car



Add a hotel



Departure (LGA): October 28, 6:30 PM EDT (evening)
Arrival (YYZ): October 28, 8:05 PM EDT (evening)

Class: Economy

Your flight is confirmed. The airline is assigning seats at check-in [choose seats](#)
View the latest airport conditions at: [LGA](#)

Saturday, October 31, 2009
United Airlines # 8572 Operated by: AIR CANADA -- AC 700 - Please check in with the operating carrier

Toronto Pearson International (YYZ) to New York La Guardia (LGA)
Departure (YYZ): October 31, 6:20 AM EDT (morning)
Arrival (LGA): October 31, 7:49 AM EDT (morning)

Class: Economy

Your flight is confirmed. The airline is assigning seats at check-in [choose seats](#)
[LGA](#)
Have your travel plans changed? Many tickets can be exchanged or cancelled online by visiting "My trips" and clicking the [Change/cancel airline ticket](#) option.

Cost and billing summary

Booking Confirmation

Total airfare: \$511.44USD (including taxes and insurance)

Unless otherwise specified, all costs are provided in US dollars.

Price Assurance: Get a cash refund if another customer books the same flight at a lower price. [How it works](#)

Please note that your fare may carry restrictions. Changes to your itinerary may result in additional fees. Review the fare rules in "[My Trips](#)" to learn more.

Important notice related to ticket [terms and conditions](#).

Billing Information

Credit card holder's name: LOU HAMMOND
Credit card type: American Express
Credit card number: xxxxxxxxxxxx2008



Orbitz extras

You have purchased **Trip Protector** for the following traveler(s):
Susannah Gregory

You should have received a separate confirmation e-mail detailing your policy. Please be sure to carry a copy of that confirmation with you on your trip. If you need any assistance with your travel protection, please contact Access America at **877-593-4989**.
[See additional coverage options](#)

This booking is subject to our [Privacy Policy](#) and our [Terms and Conditions](#).

Address:
39 EAST 51ST STREET

NEW YORK, NY 10022
United States

E-mail: susannahg@lhammond.com

At the airport

At the airport

Enjoy a hassle-free airport experience with these travel tips from OrbitzTLC:

- Remember to print a copy of this e-mail and bring it with you to the airport. Your itinerary and ticket numbers may be required for check-in and/or Immigration.
- Remember to bring a valid government-issued photo ID to the airport. Check specific [visa and passport requirements](#).
- Obtain your boarding pass before entering the security checkpoint. See more [check-in tips](#)
- Plan ahead and arrive early for airport security. Please review these updated security and packing [guidelines](#), as they may change periodically.

Check-in Information

Because you're traveling with an e-ticket, no ticket will be mailed to you.

International Travel

Check [visa and passport requirements](#).

Lastly, you can always look up your reservation under "[My Trips](#)" or on your [mobile phone](#) at mobile.orbitz.com. If you have any questions, you can [e-mail](#) us.

Schedule Changes

Schedule Changes

You may receive an e-mail from Orbitz if a schedule change occurs prior to or during your trip. Such changes also will be noted in "[My Trips](#)". We recommend you check there periodically before your trip.

If there are changes to the flight(s), bring a printout with the updated itinerary and ticket number(s) to the airport. We will send you an e-mail 2-3 days before departure.

Thank you for choosing Orbitz.

Enjoy your trip!

OrbitzTLC Team

P.S. Need an answer? Check out our [Customer Service](#) section.

[Custom Vacations](#) | [Hotels](#) | [Flights](#) | [Cars](#) | [Cruise](#) | [Activities](#)

10/26/2009

WORD PROCESSING – NON-RELEASE
October 2009
CARIBBEAN TOURISM ORGANIZATION - 393

DESCRIPTION OF WORK	TIME TO HANDLE	DOLLAR AMOUNT
Create name tags for Caribbean Week in Canada	1 hour	\$ 48.00
		\$ 48.00

Account Summary - JAN 01 2009 to DEC 31 2009

<u>Account</u>	<u>Pieces</u>	<u>Postage</u>	<u>Surcharge</u>	<u>Total</u>
393	3	3.560	0.000	3.560
=====				
Grand Total:	3	3.560	0.000	3.560

End of Report

CD/DVD TO BURN/COPY OF CD/DVD (FORM AA)

Date: 10/16/09

For: Korin L

Client/Charges: CTDC # 393

Burn from: Attached

Computer:

Quantity needed: 1 CD

Total Cost: \$10.00

Gabriel Perez

From: Susannah Gregory
Sent: Friday, October 16, 2009 12:53 PM
To: Gabriel Perez
Cc: Korin Lamourt
Subject: Address

Hi Gabe:

See the address below -

Johnson JohnRose
Communications Officer
Caribbean Tourism Organization
One Financial Place
Collymore Rock
St, Michael
Barbados
Tel (246) 427-5242 ext 229
Email jjohnrose@caribtourism.com
Efax (435)921-7505/ (425) 952-9868

Susannah Gregory, Account Executive
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