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Fw:FW: [EXTERNAL] Re: Payment/Rebill

发件人: 仲嵐 <zhonglan@cct.cn> 时 间: 2017-10-23 10:43

收件人: 张维 <zhangwei6@cct.cn>;

中国康辉旅行社集团有限责任公司
CHINA COMFORT TRAVEL GROUP CO.,LTD.
康辉国际会展商务旅行部
COMFORT MICE SERVICE
仲嵐 ZHONG LAN
电话 / + 86 (10) 6587 0550
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主页 / www.cct.cn

From: "Ren Liwen 任立雯(PR,SGM) <liwen_ren@saic-gm.com>"

To: "仲嵐 <zhonglan@cct.cn>"

CC:

Sent: 2017-10-23 09:57

Subject: FW: [EXTERNAL] Re: Payment/Rebill

老外急色了，告诉我打款时间，他们的帐我们对过了。

From: Victoria Lada [mailto:victoria.lada@kovertcreative.com]

Sent: 2017年10月21日 0:10

To: Ren Liwen 任立雯(PR,SGM) <liwen_ren@saic-gm.com>

Cc: David Ni <david.ni@gm.com>; Jessica Saraniero <jessica.saraniero@kovertcreative.com>; Leticia Parquer <leticia.parquer@cadillac.com>; Rebecca Assing (Kovert) <rebecca.assing@kovertcreative.com>; Chad Lyons <chad.lyons@gm.com>

Subject: Re: [EXTERNAL] Re: Payment/Rebill

No problem. Do you have any idea how much longer the process is going to take?

Thanks again,
Victoria

Victoria Lada
Kovert Creative
665 Broadway | New York, NY 10012
212.335.0100 | Victoria.Lada@kovertcreative.com
www.kovertcreative.com



On Oct 19, 2017, at 9:42 PM, Ren Liwen 任立雯(PR,SGM) <liwen_ren@saic-gm.com> wrote:

Hi Victoria, we're still on PD processing with our travel agency, sorry for late...

From: David Ni [mailto:david.ni@gm.com]

Sent: 2017年10月20日 9:28

To: Victoria Lada (Kovert) <victoria.lada@kovertcreative.com>; Jessica Saraniero (Kovert)

<jessica.saraniero@kovertcreative.com>; Ren Liwen 任立雯(PR,SGM) <liwen_ren@saic-gm.com>
Cc: Leticia Parquer <leticia.parquer@cadillac.com>; Rebecca Assing (Kovert) <rebecca.assing@kovertcreative.com>;
Chad Lyons <chad.lyons@gm.com>
Subject: RE: [EXTERNAL] Re: Payment/Rebill

Hi Victoria, I believe SGM is working on the process and Vivien Ren is leading on this.

Vivien, can you update the status please? Thanks.

Best,
David

From: Victoria Lada [mailto:victoria.lada@kovertcreative.com]
Sent: Friday, October 20, 2017 2:59 AM
To: Jessica Saraniero (Kovert) <jessica.saraniero@kovertcreative.com>
Cc: David Ni <david.ni@gm.com>; Leticia Parquer <leticia.parquer@cadillac.com>; Rebecca Assing (Kovert) <rebecca.assing@kovertcreative.com>; Chad Lyons <chad.lyons@gm.com>; liwen_ren@saic-gm.com
Subject: [EXTERNAL] Re: Payment/Rebill

Hi David,

Hope you're doing well! We wanted to follow up on payment status for the \$116,327.78 that SGM was reimbursing Kovert for. Do you have an update on timing for when we can expect to see reimbursement? Is there anything additional needed on our end?

Thanks in advance,
Victoria

Victoria Lada
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665 Broadway | New York, NY 10012
212.335.0100 | Victoria.Lada@kovertcreative.com
www.kovertcreative.com
<image001.jpg>

On Sep 21, 2017, at 2:16 PM, Jessica Saraniero <jessica.saraniero@kovertcreative.com> wrote:

Hi David! \$635 was the cost of the boxed dinner at Milford on August 2. Please let us know if there is anything else you need for that.

In regards to Kovert receiving payment from SGM, below is our banking information, and attached is our W-9.

Please let us know how we net out with receiving the remainder of the total costs.

Thanks!
Jessica

City National Bank
Routing 122016066
Account 665531430

<W9 Kovert.pdf>

Jessica Saraniero
Kovert Creative
665 Broadway | New York, NY 10012
212.335.0100 | Jessica.Saraniero@kovertcreative.com
www.kovertcreative.com
<image001.jpg>

On Sep 21, 2017, at 5:27 AM, David Ni <david.ni@gm.com> wrote:

Hi Jessica,

While our finance team is working with global for the payment, our legal staff would like to know the expense of the boxed dinner at Milford on Aug 2. Could you help provide the number?

Also, SGM is ready to pay their half share of the bill. Please provide bank account of your company. Thanks.

Best,
David

From: Jessica Saraniero [mailto:jessica.saraniero@kovertcreative.com]

Sent: Friday, September 15, 2017 12:31 AM

To: David Ni <david.ni@gm.com>; Chad Lyons <chad.lyons@gm.com>

Cc: Leticia Parquer <leticia.parquer@cadillac.com>; Rebecca Assing (Kovert) <rebecca.assing@kovertcreative.com>; Victoria Lada (Kovert) <victoria.lada@kovertcreative.com>

Subject: [EXTERNAL] Re: Payment/Rebill

Hi David + team - please see below for responses to each of your initiation questions. Once you've had a chance to review, we should be all set. What are next steps in order for Kovert to get reimbursed by Cadillac China and SGM for their respective totals?

Thank you and sincere apologies for the delay in getting all of these details squared away for you.

Jessica

+++

CANCELLATION FEE:

Your media room folios + EPO folios came out to a total of **\$63,905.44** of which you've already paid for **\$21,196.41** (on your 10 individual credit cards), leaving a balance of **\$42,709**. This has now been reflected in the updated budget grid. We have also attached the updated hotel folio, but please keep in mind that there have been so many charges and credits calculated that it is quite difficult to follow. Instead, below is the clear breakdown which will be reflected in all actual charges.

Cadillac Global to pay for:

\$8,111.67 (rooms for all internal/ Kovert staff)

\$3,690 (**actual** cancellation fee for unused rooms)

Cadillac China/SGM to pay for:

\$21,196.41 (this is the total for all the credit card charges that you **already** paid for directly on your own cards upon check in)

\$42,709 (this is the remaining amount owed for the media rooms)

TOTAL: 75,707.08 (FINAL TOTAL PAID TO HOTEL AS SEEN IN THE TOTAL LINE IN THE FOLIO)

BOUTIQUE PURCHASE OF \$783.90:

This is the charge for the boutique purchase of toothbrushes and toothpaste for each room.

DEDUCTIBLE DONATION:

The deductible donation of \$2 is a standard hotel fee for all hotels in the High Line area, which is donated for the upkeep of the High Line park.

\$1,457.95 ROOM CHARGE:

This is an F&B charge which was for the room drops we set up (fruit, water, etc) in each room.

CATCH CHARGE OF \$826.06:

This charge accounts for the below:

\$678.00: Guest count increase from 30 to 33

\$60.00- Kovert staff dinner while on site

\$88.06-Tax & Service fee

HIGHER ACTUALS VS. ESTIMATED:

8/1 Standard Breakfast: This came out to over as we ended up doing a private room with buffet vs. the room service/ restaurant sit down option we initially discussed.

8/3 Standard Breakfast: This came out to over as we ended up doing a private room with buffet vs. the room service/ restaurant sit down option we initially discussed.

The Standard Highline Room & Terrace Dinner: below are the reasons for the higher actual vs. estimated:

Originally budgeted for 35 people, increased headcount within contract to 40 (as plans continued to change and Tish, Andrew, and Andreas were all expected to be in attendance)

Originally budgeted 3-course meal at \$160, ~~they~~ guests actually experienced a 4-course meal at \$175

Limited Bar budgeted at \$50/per person, changed to premium bar since NY executives and Andreas would be in attendance, cost increase to \$65/per person

Security [to maintain private floor occupancy] /Greeter: additional \$450.00 + tax= \$489.94

+++

Jessica Saraniero

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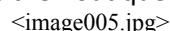
On Aug 30, 2017, at 1:47 AM, David Ni <david.ni@gm.com> wrote:

Hi Jessica, we found the following items confusing while reviewing the cost breakdown:

CANCELLATION FEE – Thought we solved this issue by increasing the room rate from \$279 to \$369 per night? We do not think the hotel should charge us.



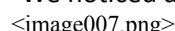
What is the Boutique Purchase and Deductible Donation?



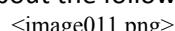
What is the amount marked in yellow about?

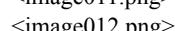


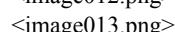
CATCH – We noticed a separate bill with an amount of \$826.06 for 2 guests. What is that about?



We noticed for some items the actual cost is higher than budget. We are fine with some of them, while still want to be clear about the following ones as the amount is much higher than the budget:







Best,
David

From: Jessica Saraniero [<mailto:jessica.saraniero@kovertcreative.com>]

Sent: Friday, August 25, 2017 9:54 PM

To: David Ni <david.ni@gm.com>

Cc: Chad Lyons <chad.lyons@gm.com>; Stella B Zhang <stella.b.zhang@gm.com>; Sophie Hou <sophie.hou@gm.com>; Leticia Parquer <leticia.parquer@cadillac.com>; Rebecca Assing (Kovert) <rebecca.assing@kovertcreative.com>; Victoria Lada (Kovert) <victoria.lada@kovertcreative.com>; Andrew Lipman <andrew.lipman@cadillac.com>

Subject: [EXTERNAL] Re: Payment/Rebill

Hi David - hope you are doing really well. We miss you guys!

Attached please find the budget breakdown and final costs for the Immersion Media Program. When all was said and done, we came in under budget!

The document includes a cover page that has each line item from the program with what was originally estimated and what the final actual costs were from each, with some notes for your reference. The rest of the document includes back up invoices for each line item in order of the cover sheet.

Please let us know of any questions and please let us know what you need from us in order to process the payment (W-9, etc.).

Thank you in advance,
The Kovert Team

Jessica Saraniero

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On Aug 22, 2017, at 3:22 AM, David Ni <david.ni@gm.com> wrote:

Hi Jessica, any update of the cost breakdown? Is it possible to send us a feedback by Friday?

David

From: Jessica Saraniero [<mailto:jessica.saraniero@kovertcreative.com>]

Sent: Monday, August 14, 2017 10:32 AM

To: David Ni <david.ni@gm.com>

Cc: Chad Lyons <chad.lyons@gm.com>; Stella B Zhang <stella.b.zhang@gm.com>; Sophie Hou <sophie.hou@gm.com>;

Leticia Parquer <leticia.parquer@cadillac.com>; Rebecca Assing (Kovert) <rebecca.assing@kovertcreative.com>;

Victoria Lada (Kovert) <victoria.lada@kovertcreative.com>

Subject: [EXTERNAL] Re: Re: Payment/Rebill

Hi David! We are still waiting for a few final invoices which we hope to receive this week. We will share everything as soon as we've compiled it all!

Jessica Saraniero
Kovert Creative
665 Broadway | New York, NY 10012
212.335.0100 | jessica.saraniero@kovertcreative.com

On Aug 13, 2017, at 10:01 PM, David Ni <david.ni@gm.com> wrote:

Hi Jessica, any update on the final breakdown of the event?

David

From: Jessica Saraniero [<mailto:jessica.saraniero@kovertcreative.com>]

Sent: Tuesday, August 08, 2017 1:36 AM

To: David Ni <david.ni@gm.com>

Cc: Chad Lyons <chad.lyons@gm.com>; Leticia Parquer <leticia.parquer@cadillac.com>; Rebecca Assing (Kovert) <rebecca.assing@kovertcreative.com>; Victoria Lada (Kovert) <victoria.lada@kovertcreative.com>

Subject: [EXTERNAL] Re: Payment/Rebill

Thank you, David! We are working on our end to reconcile the budget and will share a final invoice with supporting documents to back everything up.

More to come!

Jessica

Jessica Saraniero

Kovert Creative

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www.kovertcreative.com



On Aug 7, 2017, at 5:47 AM, David Ni <david.ni@gm.com> wrote:

Hi Jessica, hope you had some good rest in the weekend. Just a reminder, a detailed cost breakdown is needed with related supporting documents for the rebilling process. Thanks.

David

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