

## FW: Your Overnight Check payment to Sarah Bryen

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From: Susan Craven Johnson (susan@wkhsolutions.com)  
To: sarah\_bryen@yahoo.com; sarah927@WKHSOLUTIONS.COM  
Cc: susan@WKHSOLUTIONS.COM  
Date: Tuesday, December 31, 2024 at 01:46 PM EST

---

He went ahead and got one payment out today for Thursday delivery. Waiting on confirmation that the 2 checks mailed to you, that stop payment is complete.

I will call you on Thursday.

Thank you

**Susan Johnson**  
Founder/CEO



Check us out on social media!



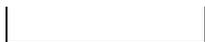
**WKH Solutions**  
4905 Radford Avenue, Suite 203, Richmond, VA 23230  
T: 804.658.5735  
[www.wkhsolutions.com](http://www.wkhsolutions.com)

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---

**From:** truibillpayment@customercenter.net <truibillpayment@customercenter.net>  
**Sent:** Tuesday, December 31, 2024 1:44 PM  
**To:** Susan Craven-Johnson <susan@BIZCENTS.COM>  
**Subject:** Your Overnight Check payment to Sarah Bryen  
**Importance:** High

Delivery date is 01/02/2025.



Hello,

If you used Overnight Check to send this payment, no action is required:

Recipient: Account: Amount: Deliver By Date:

Sarah Bryen

\*\*\*MENT

\$4,500.00

01/02/2025

**If you didn't authorize this payment, contact us immediately at 1-800-382-3232.**

To view your payment, sign in to Online Bill Payment.

Thank you for using Online Bill Payment.

---

You received this message because you are enrolled in Online Bill Payment at Truist. If you have questions, please go to <http://www.Truist.com> and contact us using the instructions in your online bill payment service.

Do not reply to this message. Replies to this message are routed to an unmonitored mailbox.

Message ID: EMODI WOL

Please do not delete this section.  
Email\_ID:#420211742431132165849\_



## INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement is entered into this 1<sup>st</sup> day of October 2024 by and between Sarah Bryen, an individual (the “Independent Contractor”) and WKH Solutions, (the “Client”).

In consideration of the mutual promises contained herein, the parties agree as follows:

1. Duties. The Client hereby engages the Independent Contractor to provide services for the Client. The duties to be undertaken by the Independent Contractor may include, among others, various included in job description attached.
2. Independent Contractor Status. It is understood that the Independent Contractor is an independent contractor and is not an employee, agent, partner or representative of the Client. Independent Contractor shall not hold him/herself out to the public as an employee, agent, partner or representative of the Client.
3. Tax Duties and Responsibilities. The Independent Contractor is responsible for the payment of all required worker’s compensation and other required insurance as well as payroll taxes, whether federal, state or local in nature, including, but not limited to, income taxes, social security taxes, unemployment compensation taxes and any other fees, charges or licenses required by law.
4. Employees of Independent Contractor. The Independent Contractor in his/her discretion may employ as many employees or agents as the Independent Contractor requires.
5. Business of Independent Contractor. The Independent Contractor may engage in any other businesses and is not required to devote all of his/her energies and time exclusively for the benefit of Client.
6. Compensation. The Independent Contractor’s compensation hereunder shall consist of the following:
  - a. \$9000.00 per month paid ½ on the 16<sup>th</sup> of the month and half on the first day of the following month.
7. Expenses. In addition to the foregoing, the Client shall pay to the Independent Contractor on the 16<sup>th</sup> day of each month an amount equal to all expenses incurred by Independent Contractor during the preceding month. Expenses shall include all out of pocket costs incurred by the Independent Contractor including overnight travel, meals, and mileage. The Independent Contractor will provide to the Client on the last day of each month a report of expenses incurred for approval.
8. Assignment. The Independent Contractor shall not assign or transfer this Agreement without the prior written consent of the Client.
9. Governing Law. This Agreement shall be subject to and governed by the laws of the Commonwealth of Virginia.



10. Termination of Agreement. This Agreement may be terminated by either party on 30-days written notice delivered by certified mail, return receipt requested and sent to the address designated below. In the event of termination, the Client shall pay to the Independent Contractor within 10 days after the effective date of such termination, all compensation under paragraph 6 hereof, earned through the date of such termination and all expenses under paragraph 7 hereof, incurred to the date of such termination.

11. Modification. No change, modification or waiver of any term of this Agreement shall be valid unless it is in writing and signed by both parties hereto.

12. Entire Agreement. This Agreement constitutes the entire Agreement between the parties and supersedes all prior agreements or understandings.

IN WITNESS whereof, the parties have executed this Agreement on the date specified.

**INDEPENDENT CONTRACTOR:**

**CLIENT:**

Sarah Bryen

WKH Solutions

By: Sarah Bryen  
Owner

Susan Craven Johnson 10/11/2024  
Its: Owner

Address: 36879 Mountville Rd  
Middleburg, VA 20117

Address: 4905 Radford Avenue, Suite 203  
Richmond, VA 23230



Job Description (expected to be updated)

## Position Overview

Plans, directs, and coordinates activities of designated projects and the project team to ensure that goals or objectives are accomplished within prescribed time frame and scope by performing the following duties personally or delegating to direct reports.

## Responsibilities

- Leads the team in strategizing and executing projects, internally and externally.
- Develops and maintains strong relationships as the primary conduit between WKH Solutions and clients.
- Develops detailed marketing plans and schedules for clients and delegates tasks for each phase of the marketing plan.
- Supervises and analyzes every project, internally and externally, to guarantee exceptional performance.
- Ensures goals and objectives are accomplished within the prescribed time frame and scope.
- Supports the creative team on a wide variety of duties including design, social media, website updates and other project tasks as needed.
- Leads discovery meetings and provides marketing solutions and strategies to prospects and the team.
- Reviews status reports prepared by project personnel and modifies schedules or plans as required.
- Prepares project reports for management, client, or others.
- Confers with project team to provide support and to resolve problems.
- Works closely with Digital Marketing Director to identify opportunities for client growth, and company value to our clients.

Plans, directs, and coordinates activities of designated projects and the project team to ensure that goals or objectives are accomplished within prescribed time frame and scope by performing the following duties personally or delegating to direct reports.

## Fwd: Track your payment to SARAH BRYEN

---

From: Susan Craven Johnson (susan@wkhsolutions.com)  
To: sarah927@WKHSOLUTIONS.COM; sarah\_bryen@yahoo.com  
Date: Friday, January 3, 2025 at 10:23 AM EST

---

Sent from my iPhone

Begin forwarded message:

**From:** truibillpayment@customercenter.net  
**Date:** January 3, 2025 at 12:13:08 AM EST  
**To:** Susan Craven-Johnson <susan@bizcents.com>  
**Subject:** Track your payment to SARAH BRYEN  
**Reply-To:** truibillpaymentreply@customercenter.net

Your UPS tracking number



Hello,

Here's your tracking number for your Overnight Check payment to SARAH BRYEN:

Tracking Number:	1Z66A4R20158518314
Recipient:	SARAH BRYEN
Account:	***MENT
Amount:	\$4,500.00
Deliver By Date:	01/02/2025

You can use your tracking number to check the delivery status of your payment with UPS.

**If you didn't authorize this payment, contact us immediately at 1-800-382-3232.**

Thank you for using Online Bill Payment.

---

You received this message because you are enrolled in Online Bill Payment at Truist. If you have questions, please go to <http://www.Truist.com> and contact us using the instructions in your online bill payment service.

Do not reply to this message. Replies to this message are routed to an unmonitored mailbox.

Message ID: ETRAC WOL

Please do not delete this section.  
Email\_ID:#520273838112201064146\_

## immediate termination of contract

---

From: Susan Craven Johnson (susan@wkhsolutions.com)

To: sarah\_bryen@yahoo.com

Date: Monday, January 6, 2025 at 01:24 PM EST

---

Sarah, we have had two clients change service levels that will impact cashflow and WKH is no longer able to support your contract. I had been hopeful to find the opportunity to bring you on full time, but that is not an option as this point. If you would like to discuss hourly work for copy writing, social strategy and government contract opportunity outreach please let me know.

Thank you

**Susan Johnson**

Founder/CEO



Check us out on social media!



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next check going out on Tuesday 2/18

---

From: Susan Craven Johnson (susan@wkh solutions.com)

To: sarah\_bryen@yahoo.com

Date: Friday, February 14, 2025 at 11:37 AM EST

---

**Susan Johnson**

Founder/CEO



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## RE: check going out tomorrow

---

From: Susan Craven Johnson (susan@wkhsolutions.com)

To: sarah\_bryen@yahoo.com

Date: Monday, February 24, 2025 at 04:45 PM EST

---

I just hired a new bookkeeper to get this stuff taken care of. She starts Wednesday. I will dig back in tomorrow

### Susan Johnson

Founder/CEO



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---

**From:** Sarah Bryen <sarah\_bryen@yahoo.com>  
**Sent:** Monday, February 24, 2025 4:44 PM  
**To:** Susan Craven Johnson <susan@WKHSOLUTIONS.COM>  
**Subject:** Re: check going out tomorrow

Nothing yet :(

On Thursday, February 20, 2025 at 02:01:26 PM EST, Susan Craven Johnson <[susan@wkhsolutions.com](mailto:susan@wkhsolutions.com)> wrote:

I believe so, but will double check with bookkeeper.

**Susan Johnson**

Founder/CEO



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---

**From:** Sarah Bryen <[sarah\\_bryen@yahoo.com](mailto:sarah_bryen@yahoo.com)>  
**Sent:** Thursday, February 20, 2025 1:26 PM  
**To:** Susan Craven Johnson <[susan@WKHSOLUTIONS.COM](mailto:susan@WKHSOLUTIONS.COM)>  
**Subject:** Re: check going out tomorrow

Hi Susan,

I haven't seen it - did it go to the correct address?

Thanks,  
Sarah

On Thursday, February 20, 2025 at 12:19:22 PM EST, Susan Craven Johnson <[susan@wkhsolutions.com](mailto:susan@wkhsolutions.com)> wrote:

Sarah, I have not seen this check cashed yet. According to the bank, it hit the mail stream on Monday 2/10. Even wit the holiday I would have thought you would have received by now

**Susan Johnson**

Founder/CEO



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---

**From:** Susan Craven Johnson  
**Sent:** Thursday, February 6, 2025 3:21 PM  
**To:** [sarah\\_bryen@yahoo.com](mailto:sarah_bryen@yahoo.com)  
**Subject:** check going out tomorrow

**Susan Johnson**

Founder/CEO



## RE: check going out tomorrow

---

From: Susan Craven Johnson (susan@wkhsolutions.com)

To: sarah\_bryen@yahoo.com

Date: Friday, February 21, 2025 at 02:31 PM EST

---

Darn it. I will jump on this next.

### Susan Johnson

Founder/CEO



Check us out on social media!



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---

**From:** Sarah Bryen <sarah\_bryen@yahoo.com>  
**Sent:** Friday, February 21, 2025 2:24 PM  
**To:** Susan Craven Johnson <susan@WKHSOLUTIONS.COM>  
**Subject:** Re: check going out tomorrow

Nothing yet :(

On Thursday, February 20, 2025 at 02:01:26 PM EST, Susan Craven Johnson <[susan@wkhsolutions.com](mailto:susan@wkhsolutions.com)> wrote:

I believe so, but will double check with bookkeeper.

**Susan Johnson**

Founder/CEO



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**From:** Sarah Bryen <[sarah\\_bryen@yahoo.com](mailto:sarah_bryen@yahoo.com)>  
**Sent:** Thursday, February 20, 2025 1:26 PM  
**To:** Susan Craven Johnson <[susan@WKHSOLUTIONS.COM](mailto:susan@WKHSOLUTIONS.COM)>  
**Subject:** Re: check going out tomorrow

Hi Susan,

I haven't seen it - did it go to the correct address?

Thanks,  
Sarah

On Thursday, February 20, 2025 at 12:19:22 PM EST, Susan Craven Johnson <[susan@wkhsolutions.com](mailto:susan@wkhsolutions.com)> wrote:

Sarah, I have not seen this check cashed yet. According to the bank, it hit the mail stream on Monday 2/10. Even wit the holiday I would have thought you would have received by now

**Susan Johnson**

Founder/CEO



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---

**From:** Susan Craven Johnson  
**Sent:** Thursday, February 6, 2025 3:21 PM  
**To:** [sarah\\_bryen@yahoo.com](mailto:sarah_bryen@yahoo.com)  
**Subject:** check going out tomorrow

**Susan Johnson**

Founder/CEO



## RE: check going out tomorrow

---

From: Susan Craven Johnson (susan@wkhsolutions.com)

To: sarah\_bryen@yahoo.com

Date: Thursday, February 20, 2025 at 02:01 PM EST

---

I believe so, but will double check with bookkeeper.

### Susan Johnson

Founder/CEO



Check us out on social media!



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**From:** Sarah Bryen <sarah\_bryen@yahoo.com>  
**Sent:** Thursday, February 20, 2025 1:26 PM  
**To:** Susan Craven Johnson <susan@WKHSOLUTIONS.COM>  
**Subject:** Re: check going out tomorrow

Hi Susan,

I haven't seen it - did it go to the correct address?

Thanks,  
Sarah

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Founder/CEO



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**From:** Susan Craven Johnson  
**Sent:** Thursday, February 6, 2025 3:21 PM  
**To:** [sarah\\_bryen@yahoo.com](mailto:sarah_bryen@yahoo.com)  
**Subject:** check going out tomorrow

**Susan Johnson**

Founder/CEO



## RE: check going out tomorrow

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From: Susan Craven Johnson (susan@wkholutions.com)

To: sarah\_bryen@yahoo.com

Date: Thursday, February 20, 2025 at 12:19 PM EST

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Sarah, I have not seen this check cashed yet. According to the bank, it hit the mail stream on Monday 2/10. Even wit the holiday I would have thought you would have received by now

### **Susan Johnson**

Founder/CEO



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**From:** Susan Craven Johnson  
**Sent:** Thursday, February 6, 2025 3:21 PM  
**To:** sarah\_bryen@yahoo.com  
**Subject:** check going out tomorrow

**Susan Johnson**

## RE: immediate termination of contract

---

From: Susan Craven Johnson (susan@wkhsolutions.com)

To: sarah\_bryen@yahoo.com

Date: Monday, January 13, 2025 at 04:15 PM EST

---

Sarah, the email serves as termination notification. The payments due will be forwarded, I have not been able to speak with the bookkeeper about them yet but will this week.

I am sorry but we do not have the revenue to keep you on, but hopefully will find some opportunities to continue to work together.

Please give me a bit of time this week, my dad's cancer is back and I am juggling doctors for him as well. I realize you don't care, but I have a full plate and am working to get everything done

### **Susan Johnson**

Founder/CEO



Check us out on social media!



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---

**From:** Sarah Bryen <sarah\_bryen@yahoo.com>  
**Sent:** Thursday, January 9, 2025 5:10 PM  
**To:** Susan Craven Johnson <susan@WKHSOLUTIONS.COM>  
**Subject:** Fwd: immediate termination of contract

I assume this reached you the first time.

Begin forwarded message:

**From:** Sarah Bryen <[sarah\\_bryen@yahoo.com](mailto:sarah_bryen@yahoo.com)>  
**Date:** January 6, 2025 at 3:25:34 PM EST

**To:** Susan Craven Johnson <[susan@wkhsolutions.com](mailto:susan@wkhsolutions.com)>  
**Subject:** Re: immediate termination of contract

Dear Susan -

I received one check and your note.

I'm sorry that you are not able to make the contract we signed work.

That contract requires 30 days notice for termination and requires that I be paid during that time. An email for immediate termination does not meet the terms you agreed to, which was to send me a letter via certified mail.

After you send the remaining checks and the contract is fulfilled, including payment, perhaps we can discuss further cooperation.

But not until then.

I await the remaining paychecks.

On Monday, January 6, 2025 at 01:24:43 PM EST, Susan Craven Johnson <[susan@wkhsolutions.com](mailto:susan@wkhsolutions.com)> wrote:

Sarah, we have had two clients change service levels that will impact cashflow and WKH is no longer able to support your contract. I had been hopeful to find the opportunity to bring you on full time, but that is not an option as this point. If you would like to discuss hourly work for copy writing, social strategy and government contract opportunity outreach please let me know.

Thank you

**Susan Johnson**

Founder/CEO



Check us out on social media!



## RE: immediate termination of contract

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To: sarah\_bryen@yahoo.com

Date: Monday, January 13, 2025 at 04:15 PM EST

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Please give me a bit of time this week, my dad's cancer is back and I am juggling doctors for him as well. I realize you don't care, but I have a full plate and am working to get everything done

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Founder/CEO



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**From:** Sarah Bryen <sarah\_bryen@yahoo.com>  
**Sent:** Thursday, January 9, 2025 5:10 PM  
**To:** Susan Craven Johnson <susan@WKHSOLUTIONS.COM>  
**Subject:** Fwd: immediate termination of contract

I assume this reached you the first time.

Begin forwarded message:

**From:** Sarah Bryen <[sarah\\_bryen@yahoo.com](mailto:sarah_bryen@yahoo.com)>  
**Date:** January 6, 2025 at 3:25:34 PM EST

**To:** Susan Craven Johnson <[susan@wkhsolutions.com](mailto:susan@wkhsolutions.com)>  
**Subject:** Re: immediate termination of contract

Dear Susan -

I received one check and your note.

I'm sorry that you are not able to make the contract we signed work.

That contract requires 30 days notice for termination and requires that I be paid during that time. An email for immediate termination does not meet the terms you agreed to, which was to send me a letter via certified mail.

After you send the remaining checks and the contract is fulfilled, including payment, perhaps we can discuss further cooperation.

But not until then.

I await the remaining paychecks.

On Monday, January 6, 2025 at 01:24:43 PM EST, Susan Craven Johnson <[susan@wkhsolutions.com](mailto:susan@wkhsolutions.com)> wrote:

Sarah, we have had two clients change service levels that will impact cashflow and WKH is no longer able to support your contract. I had been hopeful to find the opportunity to bring you on full time, but that is not an option as this point. If you would like to discuss hourly work for copy writing, social strategy and government contract opportunity outreach please let me know.

Thank you

**Susan Johnson**

Founder/CEO



Check us out on social media!



## RE: Update please

---

From: Susan Craven Johnson (susan@wkhsolutions.com)

To: sarah\_bryen@yahoo.com

Date: Friday, January 17, 2025 at 02:22 PM EST

---

He is coming in later today. As soon as he gives me an update, I will let you know. As I said, the unexpected service changes from 2 large clients has caused problems, but I expect that everything will be resolved soon.

Best,

**Susan Johnson**  
Founder/CEO



Check us out on social media!



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---

**From:** Sarah Bryen <sarah\_bryen@yahoo.com>

**Sent:** Friday, January 17, 2025 11:03 AM

**To:** Susan Craven Johnson <susan@WKHSOLUTIONS.COM>; Stanley Geftic <sgeftic@me.com>

**Subject:** Update please

Hi Susan,

I know you're under a lot of stress right now, but I need a timeline. I have had one paycheck in almost two months, and I have bills to pay - **immediately**. Have you heard from your bookkeeper?

Sarah

cc: Stanley Geftic

## Re: Update please

---

From: Susan Craven Johnson (susan@wkhsolutions.com)

To: sarah\_bryen@yahoo.com

Date: Monday, January 20, 2025 at 03:44 PM EST

---

He has not been in the office yet. He will be in at some point this week and I'll let you know.  
Sent from my iPhone

On Jan 20, 2025, at 3:32 PM, Sarah Bryen <sarah\_bryen@yahoo.com> wrote:

**Hi Susan,**

I did not hear back from you after your scheduled meeting with your bookkeeper last Friday, and so I would like an update today.

I understand that you've lost clients and I sympathize.

So saying, I'm willing to wait until February 1 for you to send the checks you owe me under our contract.

However, I cannot wait longer than that; I have obligations just as you do.

Then I will have to consider the unacceptable fiat by which you terminated me, contrary to the terms of that same contract. Copying my lawyer on this email.

Thank you,  
Sarah

## Re: Update please

---

From: Susan Craven Johnson (susan@wkhsolutions.com)

To: sarah\_bryen@yahoo.com

Date: Friday, January 17, 2025 at 05:54 PM EST

---

Will do.

Sent from my iPhone

On Jan 17, 2025, at 4:51 PM, Sarah Bryen <sarah\_bryen@yahoo.com> wrote:

Please keep me posted.

On Friday, January 17, 2025 at 02:22:20 PM EST, Susan Craven Johnson <[susan@wkhsolutions.com](mailto:susan@wkhsolutions.com)> wrote:

He is coming in later today. As soon as he gives me an update, I will let you know. As I said, the unexpected service changes from 2 large clients has caused problems, but I expect that everything will be resolved soon.

Best,

**Susan Johnson**

Founder/CEO

<image001.png>

Check us out on social media!

<image002.png>

[<image003.png>](#)

[<image004.png>](#)

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### WKH Solutions

4905 Radford Avenue, Suite 203, Richmond, VA 23230

T: 804.658.5735

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

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**From:** Sarah Bryen <[sarah\\_bryen@yahoo.com](mailto:sarah_bryen@yahoo.com)>  
**Sent:** Friday, January 17, 2025 11:03 AM  
**To:** Susan Craven Johnson <[susan@WKHSOLUTIONS.COM](mailto:susan@WKHSOLUTIONS.COM)>; Stanley Geftic <[sgeftic@me.com](mailto:sgeftic@me.com)>  
**Subject:** Update please

Hi Susan,

I know you're under a lot of stress right now, but I need a timeline. I have had one paycheck in almost two months, and I have bills to pay - **immediately**. Have you heard from your bookkeeper?

Sarah

cc: Stanley Geftic

<image002.png>

<image001.png>

<image004.png>

<image003.png>



image002.png

7kB



image001.png

7.3kB



image004.png

7kB



image003.png

7.2kB

## RE: Update

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From: Susan Craven Johnson (susan@wkhsolutions.com)

To: sarah\_bryen@yahoo.com

Date: Friday, January 24, 2025 at 12:57 PM EST

---

Sarah, my dad is at the cancer center in Tampa today. I explained I am having to juggle this as well. I believe you will be cleared up next week.

Best,

**Susan Johnson**

Founder/CEO



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**From:** Sarah Bryen <sarah\_bryen@yahoo.com>

**Sent:** Friday, January 24, 2025 12:01 PM

**To:** Susan Craven Johnson <susan@WKHSOLUTIONS.COM>; Stanley Geftic <sgeftic@me.com>

**Subject:** Update

Hi Susan,

Where are we on everything?

Thank you,

Sarah

Re:

---

From: Susan Craven Johnson (susan@wkhsolutions.com)

To: sarah\_bryen@yahoo.com

Date: Monday, February 3, 2025 at 03:18 PM EST

---

Sarah I'm just getting back from travel. I'm sure there is a note on my desk to approve sending another payment  
I'll let you know tomorrow  
Sent from my iPhone

On Feb 3, 2025, at 3:12 PM, Sarah Bryen <sarah\_bryen@yahoo.com> wrote:

Susan,

I have not received a check (or communication after 1/24/2025).

I deserve to be paid, and I can't be patient anymore.

I will be going to the courthouse this week and filing a warrent in debt for what you owe me.  
Unfortunately, it is past small claims court.

I am still wishing the best to your family.

Regards,

Sarah