

**To:** Jeffrey Epstein[jeevacation@gmail.com]  
**From:** Mark Tollison  
**Sent:** Fri 9/27/2013 10:08:51 PM  
**Subject:** Update

Sir,

1. Household Procedures and Schedules for 9 E completed.
2. Maintenance Procedures and Schedules for 9E to be completed next week by 10/2, with ops manual updated.
3. Daily Protocols to create and maintain high standards for 9E being sent to staff and others as required.
4. Skyped excellent mature male candidate with service mentality for operations side of island with 11 years combined experience managing islands for high net worth. He is a non smoker, non drinker, has no tatoos, no metal on body, no criminal/civil record. He is an American, with current passport, experience with power plants (including solar, wind, and hydro) landscaping, construction, and boats/yachts, can also cook. With your permission will take next step check references, etc.

Best regards,

Mark

Mark Tollison

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