

**To:** Jeffrey Epstein[jeevacation@gmail.com]  
**From:** [REDACTED]  
**Sent:** Wed 12/5/2012 6:50:17 PM

My responsibilities have always been to do whatever needs to be done. That has not changed for me expect in the capacity that I don't travel with you anymore. There is still plenty of work and projects to be done. The first thing I do every morning is check my emails and lists to see what needs to be addressed and worked on. I do this all day, everyday of the week.

Every day/week/month is different. It's always been this way. There never has been a clear and defined list of responsibilities for any of the personal assistants because we all do whatever is asked of us, or if one of us it unable to do it, we work together to help each other out to get it done.

For example when the movers for 4M to 3M had to reschedule for a day when I was going to be out of town, I went through the whole apt with Sue before I left and told her what should be done with each item in the apt so she could meet with the movers and would know what to do. And when she was sick before you left for Paris, she asked me to buy some things for your trip and make sure your bag was packed with everything you needed to take.

Examples of things I've worked on or am working on recently are tea sets, leather samples for gym equipment and organizing recovering them, looking for white rugs, looking for apt furniture, organizing flooring people for 3M, choosing paint colors for 3M, LSJ furniture, having photo printed for LSJ, buying gifts, organizing travel (booking tickets, cars) dealing with staff schedules, ordering take out for dinners/snacks, ordering things for you and houses online, ordering dishes and silverware for 71st and LSJ, making sure everything is ready and taken care of for install of 71st dining room carpet, answering questions regarding how LSJ is structured or finding out who can answer, etc, etc, etc...