

**From:** Mark Tollison <[REDACTED]>

**To:** [REDACTED] <[REDACTED]>

**Cc:** "[REDACTED]" <[REDACTED]>, Richard Kahn <[REDACTED]>

**Subject:** 9E Items

**Date:** Mon, 30 Sep 2013 17:16:51 +0000

**Importance:** Normal

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[REDACTED],

Hope all finds you well today.

Please keep me updated on the following projects for 9 E we discussed last week:

1. Selection of sheers for the dining room windows until the glass is decoratively painted.
2. Not discussed but needed - a portrait lamp attached to the portrait over the large table to the left of the dining room table where the floor lamp is being used to light it. Do we have a lamp we can attach or does a new one need to be purchased?
3. Not discussed but needed and JE said ok - a closed cabinet piece of furniture of the required quailty for where his telephone and other items sit so everything is not out for all guests to see.
4. The selection of a 10' long asian bench to be placed in the dining room I believe in place of the red bench that sits behind JE's chair.
5. The waxing (beeswax?) of the wood panels in the living room.
6. Since Tess is on leave, I know you will need to have the 301 rooms needing cleaning cleaned by someone. Are you using a cleaning service to assist you?

I appreciate your lending your fine eye and due diligence to insure these items are taken care of for JE at 9E!

Best regards,

Mark

Mark Tollison

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