

Memorandum

To: Rich Barnett, Miles Alexander, [REDACTED], [REDACTED], Lucien Mellawa, Doug Schoettle, Dave Rodgers, Larry Morrison, Larry Visoski, [REDACTED], [REDACTED], [REDACTED], Michelle Campos

CC: Ghislaine Maxwell, Eric Gany

From: Jeffrey Epstein

Date: 7/6/2004

Re: Weekly Report

In order to improve the weekly status reporting to me, the following personnel are responsible and accountable for timely and accurate reporting in their areas:

- Rich Barnett - 71st Street
- Miles Alexander - LSJ
- [REDACTED] - Zorro
- Lucien Mellawa - Palm Beach
- Doug Schoettle - 71st Street Decorating, Construction all locations
- Dave Rodgers/Larry Morrison - Planes: 727 & GIIB
- Larry Visoski - Helicopter/ Cars/ Electronics
- [REDACTED] - LSJ Construction & Decorating
- [REDACTED] - Purchases made for JE

To refresh your memory, action dates are critical and I want pictures of all completed projects. All purchase/approval requests must be reviewed by Eric Gany prior to inclusion in your report. Michelle will print the report for my review. The quality of your reporting and your ability to get projects accomplished on-time are very important. I want clear, concise and accurate information on the weekly reports, so make sure that you spend sufficient time entering and reviewing them.

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