

To: Jill
From: Ghislaine Maxwell

Memorandum

Take e-mail picture of lift and lift lobby and e-mail to Jean. Copy for GM with heading:
Design idea for lift and lift lobby

Chase sconces for 4th floor guest room from waterworks – they were due in 29th

Call Enid, make sure she comes on Monday to collect curtains and returns them on Friday. Find out when she is hanging the shutters
Find out when wood blinds are coming
Find out status of valances and tie backs
Find out status of MBR curtain material

E mail photo of garden (yellow trellis and black stair case)

Call Ceantex and make sure that when they take the curtains from 71st they are also taking the net curtains at the same time

You do NOT have to arrange shipment of items from Leah, but you do need to send Gil to her shop to pick everything up from NY. Cheryl is coming and you should send her with him