

**From:** "Nick Simmonds" <[REDACTED]>  
**To:** "[REDACTED]>  
**Cc:** "[REDACTED]" <[REDACTED]>

**Subject:** Contact Numbers

**Date:** Tue, 17 Dec 2002 18:40:50 +0000

**Importance:** Normal

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Dear Patrick and Evelyn,

Please find in the form of an attachment an update for contacts in Palm Beach. When I come down to Palm Beach possibly next week we can go through it and update any further contacts. If you have any contacts you wish to add prior to me coming down please do so.

Please could you print off a copy and hand to Michael and Ryan for them to update and Miss Maxwell may add to the contact list as well.

Please check and update all the car telephone details as there is information missing on this.

Please let me know if all the new licenses for the cars in Palm Beach, New York and I think one for Zorro have arrived by post. The cheques for these were sent of some time ago by the accounts department.

You can also fax Petty cash reconciliation sheet with copies of the bill to the attention of Bella in the accounts department on fax no: [REDACTED].

I have spoken to Miss Maxwell and she has approved that you become signatories for the Palm Beach cheque book as well as to receive a credit card. I have contacted Eric Ganey in the accounts department who is organizing this as well as a cash float for the household expenses which will be signed over to the both of you.

Please insure that both of you are quite aware of what Michael and Ryan do on an hour to hour basis, it is extremely beneficially for you both to gather all the knowledge enabling you to provide top quality service to Mr Epstein, Miss Maxwell and their guests.

Shannon received instructions from Helen to send Evelyn's air ticket to yourselves for safekeeping.

If you have any questions please do not hesitate to contact me. For your information my home telephone number is [REDACTED]. You have my mobile, office fax and office telephone number.

Regards,

Nick.S

[-- Detached Attachment: "PB COn tact NUMbers.doc" --]