

From: "jeffrey E." <jeevacation@gmail.com>

To: Cecile de Jongh <[REDACTED]>, Richard Kahn <[REDACTED]>

Subject: Re:

Date: Mon, 08 Jan 2018 14:43:54 +0000

what else has to be done , tiles ? equipoment. office furn. ? phones? internet?

On Mon, Jan 8, 2018 at 9:40 AM, Cecile de Jongh <[REDACTED]> wrote:

Good morning Jeffrey,

Office Construction: Ceiling tiles will be put up the week of January 16th as I have confirmed with Jimmy that he will have a crew here to install them. Carpet will be installed the week of January 22nd.

Cashkim: Ok re discussion. As you know, he is taking the pictures on LSJ and he has been doing projects for Daphne. I have also assigned him a project to go through the files that are now seven years old and scan and shred them.

Jermaine: I can look for someone who has an IT background to help Jermaine. We did try to hire someone for him a few years ago. Liston Thomas helps Jermaine on a contractual basis.

Anna's Receipts: Cashkim should be drafted to help Anna with her receipt backlog and going forward. He is very organized.

With warm regards,

Cecile de Jongh

On Monday, January 08, 2018 09:38:07 AM AST, jeffrey E. <jeevacation@gmail.com> wrote:

plesae see to it that the office contrsuction is complete soon. this is silly. . we need to discuss cashkim. ? getting extra help for jermain. . it seems anas recpets are undone since JUNE!! .

--

please note

The information contained in this communication is confidential, may be attorney-client privileged, may constitute inside information, and is intended only for the use of the addressee. It is the property of JEE

Unauthorized use, disclosure or copying of this communication or any part thereof is strictly prohibited and may be unlawful. If you have received this communication in error, please notify us immediately by return e-mail or by e-mail to jeevacation@gmail.com, and destroy this communication and all copies thereof, including all attachments. copyright -all rights reserved

--

please note

The information contained in this communication is confidential, may be attorney-client privileged, may constitute inside information, and is intended only for the use of the addressee. It is the property of JEE

Unauthorized use, disclosure or copying of this communication or any part thereof is strictly prohibited and may be unlawful. If you have received this communication in error, please notify us immediately by return e-mail or by e-mail to jeevacation@gmail.com, and destroy this communication and all copies thereof, including all attachments. copyright -all rights reserved