

From: Cecile de Jongh <[REDACTED]>
To: Richard Kahn <[REDACTED]>, "jeffrey E." <jeevacation@gmail.com>
Subject: Re: Re:
Date: Mon, 08 Jan 2018 16:01:47 +0000

1. Baseboards are coming with the tiles and lights. Jimmy will install next week as well.
2. The copier is here and Jermaine is assembling it.
3. I have spoken to two people at VIYA several times over the last few weeks re landlines and resumption of our internet service. They said that they are working their way out here from the Downtown and Havensight area. They need to repair the nodes and fiber switches. Right now they say they are at mid island coming east. I also spoke to the owner of VIYA, Neil Prior and, although he is no longer involved in the day-to-day operations of the company, I impressed upon him that we need to get service back ASAP. He has promised to get back to me.

***Landlines for LSJ - They are apparently converting their T1 lines (landlines) to fiber and asked that we send them LSJ's T1 number which Jermaine looked up and gave to them.
4. We still need two credenzas for the two empty offices. The ones that we had delivered here were damaged. More were reshipped twice and held in Miami and sent back because each one was damaged too. Another set has been ordered and Silk Greenery has asked that they repack them so that they don't get damaged.

With warm regards,

Cecile de Jongh

On Monday, January 08, 2018 10:43:56 AM AST, jeffrey E. <jeevacation@gmail.com> wrote:

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!! .

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