

To: Jeffrey Epstein[jeevacation@gmail.com]
Cc: Richard Kahn [REDACTED]; Cecile de Jongh [REDACTED]
From: Jeanne Brennan
Sent: Thur 1/31/2013 4:38:51 PM
Subject: New hire

Jeffrey

Will you be in the office today?

If not would a conference call be possible with Darren, Cecile and Rich.

Thanks

Jeanne

Questions we have on the hiring of new couple.

1. Employment status: employees or independent contractors
2. Entity to pay them out of.
3. Annual salary
 - a. Confirm amount
 - b. % Split between 2 or one salary.
4. Benefits :Health(if employees), Vacation
5. Timing: Start date, Payment while training
6. Should Darren draft a contract
 - a. Should contract indicate specific duties
 - b. One contract or two
 - c. Probation period
 - d. Term
7. Who to present the offer.