

**To:** JEE[jeevacation@gmail.com]  
**From:** curtis  
**Sent:** Fri 5/1/2009 1:43:13 PM  
**Subject:** Job description

Title: Job description

Doug:

Answering questions from Silvina , if needed.when referring to original design intent - example – Archive lighting.

He was cc'd on all billing inquiry / issues with Maguire

He is cc'd on Dejong issues . Not all

He has no contact with regard to Gensler

No contact with regard to Hasan.

Charles:

No contact since I sent him your directive to put the Wind Turbine on hold.

Bill:

Estimating – first draft and reprising as needed

Getting actual pricing from subs.

Pricing materials

Ordering materials

Negotiating final price (buyout) and and drafting contracts with subs.

Processing invoices.

Procuring Subcontractors

On 4/30/09 8:08 AM, "JEE" <[jeevacation@gmail.com](mailto:jeevacation@gmail.com)> wrote:

Please detail for me what doug Charles and bill roeles are doing -in addition please make sure that sylvina Is talking to hadab Kahn

Sent from my iPhone