

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> 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