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**From:** Richard Kahn [REDACTED]  
**Sent:** Tuesday, July 16, 2013 3:27 PM  
**To:** Jeffrey Epstein  
**Subject:** Butler School  
**Attachments:** image001.png; Untitled attachment 00277.htm; image002.png; Untitled attachment 00280.htm; image003.jpg; Untitled attachment 00283.htm; TIBA Fee Structure.pdf; Untitled attachment 00286.htm; TIBA Recruitment Methods.pdf; Untitled attachment 00289.htm

below is their fee structure which is summarized as follows:

- a) 25% placement fee of annual salary (they talk about car expenses / housing compensation as well but should not apply for us)
- b) travel expenses of candidates
- c) 6 month guarantee

please advise on positions that you would like them to hire for

Richard Kahn  
HBRK Associates Inc.  
575 Lexington Avenue, 4th Floor,  
New York, New York 10022  
tel: [REDACTED]  
fax: [REDACTED]  
cell: [REDACTED]

Begin forwarded message:

From: "Frank Fortgens" [REDACTED]  
<[REDACTED]>  
Date: July 16, 2013 10:32:48 AM EDT  
To: [REDACTED]  
Subject: RE: Employment

Dear Mr. Kahn,

Thank you for visiting our website and the confidence you have in our organization. It is our pleasure to assist you finding the right person. The International Guild of Professional Butlers is an organization with over 8,000 members employed all over the world. We deliver staff on the highest level possible and if necessary we train them ourselves. The training is done on our school, The International Butler Academy. In our database we have addresses of all kind of

household staff such as nannies, governesses, house managers, butlers and estate managers working and living in the entire world.

We will start with analyzing very carefully your request; it could be possible that we need to know more details about your preferences and expectations. Based on all received information we will make a document called: Client announcement. This one or two page document has general non traceable information about the position, the family the house and the requested service. Second part of the document contains the required skills, languages, diplomas, salary offer and possible additional services such as live-in, health insurance, car allowance and end year bonuses. It is my suggestion that this part is pretty clear it will avoid later unnecessary negotiations regarding which benefits are provided on what level and not. The client announcement will be send to all interested and suitable candidates to inform them more about the position.

Communication is essential in the whole process. Due to the distance between you as client, us as agency and our candidates we prefer our communication and documentation by email. Of course I am always available for a phone call to discuss options but even then I prefer a confirmation or reply as soon as possible by email.

<http://www.adobe.com/>

Please find attached:

(1.) TIBA Recruitment Methods.pdf

(\*) In our fee structure is a line added about a retainer fee. We only ask for a retainer fee if we didn't speak with our clients or if we have no valid address from our client. In general we skip this part in good trust.

I hope this basic information gives you an idea how the procedure could work and what we can do for you to help you in this process. If you have any questions regarding the procedure please do not hesitate to contact me.

Your sincerely,

The International Butler Academy  
Kasteel Oost  
Oosterweg 6  
NL - 6301 PX Valkenburg  
The Netherlands

 <<http://www.niep.info/>>

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