
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 =s

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]

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 =nd estate managers working and living in the entire =orld.

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

Communication is essential in =he whole process. Due to the distance between you as client, us as =gency and our candidates we prefer our communication and documentation =y 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 =ossible 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 =ee. We only ask for a retainer fee if we didn't speak with our =lients or if we have no valid address from our client. In general we =kip this part in good trust.

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

Your =incerely,

The =nternational Butler Academy
Kasteel Oost
Oosterweg =6
NL - 6301 PX Valkenburg
The =etherlands

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

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