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**From:** francis derby <[REDACTED]>  
**Sent:** Friday, May 18, 2012 7:45 PM  
**To:** Sarah K  
**Cc:** Richard Kahn  
**Subject:** Re: Checking in  
**Attachments:** Check List and Service Manual.doc; Uniforms.docx

Sarah,

A few things for today

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- 1) Attached is the first draft of the Training Manual, = think its a good place to start. This will get fine tuned as time goes=on. One thing missing is how the phones here should be answered... If ther= is a standard verbiage you can give me, I will fill it in.
  - 2) I spoke to my plate rep today, Karen Harris. We will=need to purchase plates soon, as you know... I can get catalogues for you =o look at as well as set up an appointment to go look at the showroom if y=u'd like. Going through Karen will give us a larger selection, better =rice and a much higher quality(stronger and lighter) than Crate And Barrel=or other places like that.
  - 3) I will need to order uniforms. I'd just like to =et your approval on them before making the purchase because this is someth=ng i will be wearing everyday in the house and serving the guests in. Atta=hed are pictures of the coats, pants, and aprons. I've always worn the=blue(french laundry style) aprons because white is so difficult to keep wh=te, but they do come in white if you prefer. the jackets are mostly short =leeve because we are approaching summer.
  - 4) Rich is working on accounts for Costco and butcher t=day
  - 5) We placed orders for some gear for the kit=hens today. Pasta machine to make fresh pastas, dehydrator for dried fruit= and house made jerkys, etc...
  - 6) I Planned on taking off this weekend and back to wor= on Monday. I feel like I still have a good amount of things to get done h=re in NY for JEs arrival on Saturday so I would like to spend next week tr=ining and cooking. A few things I am working;
- Flax Seed Granola- a few different versions that I can =weak and alter to JEs taste. Granola is something you can easily buy but c=n be wonderful if made in house...
- JE is interest=d in beef and turkey jerkeys- I know one company out of Brooklyn that does=a great grass-fed product, its like high end jerky, great stuff. I plan on=having that here when he arrives as well as some i will be making. Again w= can purchase it, but to make our own is much nicer because we can make it=taste however he would like. Smokey or sweet or even have some asian notes=to it...
- Sorbets and ice creams
- Chicken and veggie sto=ks and sauces- the store bought broths are packed with MSG and made from w=o knows what... I have a bunch of new books on California cuisin= and small bites I'm going through and working on new snacks

I will touch base with the butcher on Monday and get some veal to test, hopefully I can get something worth cooking finally.</=iv>

7) Last but not least=AUSTRALIAN WINTER TRUFFLES are coming to the country on the 27th!! We will=need to order some as soon as they arrive.

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Thank you  
Francis

On Thu, May 17, 2012 at 1:48 PM, Sarah K <[REDACTED]> wrote:

All sounds great! Thanks for keeping me=posted!

On May 17, 2012, at 7:46 PM, francis d=rby wrote:

Sarah,

Wanted to keep you posted on progress.

Started working on the manuals and side duty sheets for the house first draft =should be done by monday/tues.... These manuals will be able to carry over =to all the houses with small changes for each house. They include- stock items to have in fridge and dry storage, daily routines such as morning muffins and coffee(with specifics on flatware and what to put with the place settings, as well as recipes etc..) , basic steps of service when guests are eating and things like this.

I purchased a printer today to print out menus for dinners as well as menus for JE to review and check off things that interest him so we can continue to dial in his palate and more of what he enjoys... =/div>

Today I am getting account with the local butcher =that Steve recommends, hopefully we can finally get some veal that JE likes=

I'm working on getting a Costco card today so we can start purchasing things in bulk. We can have up to 6 cards per account so other people can use as well, like Lyn who does the buying and stocking for 71st. I also believe there is a Costco in west palm beach as well. Things like dry food items( flour, sugar, salt, soda, water) as well as=cleaning products and paper goods we can buy in bulk here in NY and maybe even ship to island and save a bunch of money. Right now all the cleaning products for 71st are coming from the supermarket...

We have a quote on the ice machine and I will call around to a few people today and see if they can beat the price.

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I still have a good amount of things to do here in NY i will keep you posted on.

Thank you

Francis

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Francis J. Derby

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Francis=J. Derby

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