

Classification: For internal use only

Jay,

Hope you've enjoyed holding down the fort while I've been on my MTA ;)

To help us get organized next week, can you please prepare a short list of the following:

- 1) Pending new accts. - include dates db ppwk was sent out, received, etc. Include accts on list for which banking teams have sent org docs but no db ppwk has been sent (ie. Amanda Kirby's emails)
- 2) Pls. quickly run through my 'while I'm gone' list. Probably too late at this point to address anything missed, but can you please consolidate all related ppwk associated with that list into the folder I left (LOAs, etc.)
- 3) Pls. prepare a prioritized to-do list for us for Monday. Its going to take me a while to dig through emails- the list would help me hit the ground running.

We can go through it all sometime in the AM.

Thanks,
Vahe

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Vahe Stepanian
Associate | Markets Coverage Group

Deutsche Bank Securities Inc.
Deutsche Asset & Wealth Management
345 Park Avenue - 26th Floor
New York, NY 10154

Tel: [REDACTED]
Fax: [REDACTED]
Mobi: [REDACTED]
E-mail: [REDACTED]