

**From:** Matthew Milne  
**To:** 'Doug Schoettle'  
**Cc:** Mark Zeff  
**Subject:** LSJ

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Doug,

I wanted to send you a quick email outlining our responsibilities going forward after the meeting that was held yesterday at JE's house.

- MZ will send JE sketches to articulate the banquette/kitchen counter quandary as well as elevations for the same.
- MZ will make changes on the construction documents for the kitchen as discussed (ie quad/duplex outlet etc).
- The revised construction documents will complete what is needed for the kitchen.
- MZ will supply JE with a quote to do a digital rendering of one quest quarter.
- MZ will supply JE with bid documents that JE can bid out for construction of kitchen.

Please confirm the above, do not hesitate to contact me directly should you have any questions or require additional information.

Thanks,

Matthew Milne  
Project Manager  
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