

DATE	REFERENCE	PROJECT	ENCLOSURES
6 May 2025	SO-2025-114	Mercer Street studio	2 items

Elena Marsh

Founder & Creative Director
Acme Studio
48 Mercer Street
Brooklyn, NY 11201

RE: MERCER STREET FIT-OUT — SHOP DRAWINGS AND INSTALL WINDOW

Dear Elena,

Thank you for the hour on site last Thursday. The shop drawings for the studio fit-out are enclosed: the twelve-foot library wall, the two pin-up rails, and the reception desk with the brass reveal we looked at on the bench.

Two things changed since the sketch. The library wall is now three bays rather than four — the column at grid C sits 40 mm proud of the plan you sent, and four bays would have left a shadow gap along the return that you would notice every single day. We have also moved the desk's cable trough to the studio side, so nothing reads from the entrance.

The white oak is milled from a single lot we set aside in March, which is why the grain runs continuously across all three bays. That lot is held until **20 May**; after that date we would be matching across two, and the wall would tell you so in a year's time.

If the drawings come back approved this week, we can hold the install for the week of 23 June and work two evenings, so your team keeps the floor during the day.

With thanks,

Riley Thompson

FOUNDER · STAPLE & OAK

ENCL. Shop drawings SO-2025-114 / A to F · White oak finish samples, hardwax oil
CC. Bench file, Third Avenue workshop