



January 1, 2018

Dear Store Partners:

Please allow the presenter of this letter, a designer or architect from Interbrand Design Forum, access to your store on behalf of the Starbucks Store Design team. The Interbrand representative should present a business card with their name and contact information along with this letter for your review.

Interbrand has been contracted to site survey the interior and exterior conditions of your store; this includes taking photographs or video, measurements of the architecture and casework and an inventory of furniture, lighting and equipment. Interbrand will also require access 'behind the line' and to the workroom to note existing equipment. Interbrand will do their utmost best to stay out of the way of production and customer flow.

This survey is part of the planning process for a future design and construction project.

If you or your partners have any questions or concerns, please feel free to reach out to me at 630.881.4570 or [kmeindl@starbucks.com](mailto:kmeindl@starbucks.com).

Have a wonderful day!  
Best Regards,

A handwritten signature in cursive script that reads "Kirby Meindl".

**Kirby Meindl**  
Associate Project Manager

Starbucks Store Design + Development  
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630.881.4570