

Date: Wednesday, March 12, 2025  
 Read Window Products, LLC  
 5900 Weisbrook Lane  
 Knoxville, TN 37909

Quote #: **25-008**

Project: **Embassy Suites  
 Hoover, AL**

Customer: **Hilton Supply Management**  
 Requested by: Cherise Imbert  
[cherise.imbert@hilton.com](mailto:cherise.imbert@hilton.com)

Prepared by: Weston Moore  
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End User Zip Code: \_\_\_\_\_

Qty	Area	Spec #	Treatment Dimensions		Product	Style #	Fabric	Yardage	Price	Price	
			Width (inches)	Height (inches)		Fabric/Color	Yardage	Total	Each	Total	
4	Pre Function	P-432	96	132	Custom 120% Ripplefold Sheer Drapery, Unlined, Std Hems, Center Draw	COM: Valley Forge Oval Palace / Estate 118" Goods, 7"V Repeat		13	52	\$168.00	\$672.00
4			96		Custom Non Decorative Architrac Traverse Hardware, Ceiling Mount, 72" Baton Draw	White				\$110.75	\$443.00
9	Elevator Lobbies	P-472	96	92	Custom 120% Ripplefold Sheer Drapery, Unlined, Std Hems, Center Draw	COM: Valley Forge Oval Palace / Estate 118" Goods, 7"V Repeat		10	90	\$168.00	\$1,512.00
9			96		Custom Non Decorative Architrac Traverse Hardware, Ceiling Mount, 36" Baton Draw	White				\$101.75	\$915.75
1					Measure Fee / Per Day					\$750.00	\$750.00
1					Installation Fee					\$1,950.00	\$1,950.00
1					Measure Travel Charge / Per Trip (Mileage, Time, & Per Diem)					\$1,000.00	\$1,000.00
1					Installation Travel Charge / Per Trip (Mileage, Time, & Per Diem)					\$1,550.00	\$1,550.00
<i>Please note that all COM yardages above include a 5% waste factor.</i>											<b>\$8,792.75</b>

**PLEASE NOTE THAT DUE TO THE VOLATILITY IN TARIFF RATES. OUR QUOTES DO NOT INCLUDE POTENTIAL ADDITIONAL CHARGES RELATED TO TARIFFS. WE ADVISE ALL OUR CUSTOMERS TO CONFIRM THE QUOTE WITH OUR SALES TEAM PRIOR TO FINALIZING ANY ORDERS. THIS ENSURES YOU RECEIVE THE MOST ACCURATE QUOTE AND UPDATE INFORMATION ON PRICING.**

**ADDITIONAL EXPENSES NOT INCLUDED IN QUOTE ABOVE:**

Qty	Area	Spec #	Treatment Dimensions		Product	Style #	Fabric	Yardage	Price	Price
			Width (inches)	Height (inches)						
<p>* FREIGHT IS <b>FOB SHIPPING POINT</b> AND WILL BE BILLED PRE-PAY &amp; ADD UPON SHIPMENT(S) IF 3RD PARTY CARRIER INFORMATION IS NOT PROVIDED</p> <p>* LODGING <b>ACCOMMODATIONS</b> FOR ONSITE SERVICES ARE NOT INCLUDED IN THE QUOTE ABOVE AND WILL BE BILLED AT APPLICABLE SEASONAL LOCAL RATES IF NOT PROVIDED BY THE SITE.</p> <p>* <b>SALES TAX</b> WILL BE CHARGED ON APPLICABLE PRODUCTS/SERVICES ACCORDING TO LOCAL MUNICIPALITY OF SHIPPING DESTINATION UNLESS A CURRENT SALES TAX EXEMPTION/RESALE CERTIFICATE IS PROVIDED AT THE TIME OF ORDER. SHOULD RWP NOT COLLECT SALES TAX IN CITY/COUNTY/STATE OF THE DELIVERY SITE, NO TAX WILL BE CHARGED AND IT WILL BE THE CUSTOMER'S RESPONSIBILITY TO FILE USE TAX ACCORDINGLY.</p>										

\*\*\*Please send order requests to [Orders@readwindow.com](mailto:Orders@readwindow.com)

\*\*\*Wood cornices not included on this quote and per specs, are to be provided by millwork contractor / GC

\*\*\*Qty of trips to site have been hypothetically quoted based on specified scope of work for budgetary purposes. Qty & Cost of trips to be confirmed upon issue of project schedule.

\*\*\*REV1: quote updated to include P432 & P472, all other areas removed

**Terms & Conditions:**

- 1 Freight is NOT included in above proposal and is to be Pre-pay & Add
- 2 Accommodations are not included & are prepay & add, unless provided by the site at no charge. If lodging is not provided by the site then lodging cost at applicable seasonal local rates per diem will be charged.
- 3 Above prices are subject to change unless confirmed by purchase order within 30 days of the posted date.
- 4 **Payment Terms:**  
 100% Prepayment (Including Freight [when available] & Sales Tax) on Product Order Totals Under \$5,000 Must Be Received Prior to Start of Production  
 50% Deposit on Product Order Totals Over \$5,000 & Services  
 Balance is Due Upon Receipt of Completed Production and/or Services Rendered  
 Invoicing May Be Progressively Billed & Final Shipping Charges Will Be Invoiced Upon Completion  
 Additional Terms Subject to Credit Approval
- 5 Delivery is approximately six weeks from receipt of field measurements, proper purchase order documents, Receipt of required prepayments or deposits, and all fabrics related to the project.
- 6 Quotation is based on the total project being fabricated at one time. Production required in phases may be subject to additional charges.
- 7 Quotes are estimates and may vary from final cost. Accuracy is our goal, however errors do occur, therefore it is the customer's responsibility to verify accuracy of quote.
- 8 Final PO prices may change due to tariff uncertainty & final ship date.
- 9 Quotation is based on 1 trip to measure and 1 trip to install unless specifically stated otherwise. Additional trips, requests and deviations from the quotation is subject to change order.
- 10 Trip Charges for gas, flights, etc. are based on pricing as of the date of this quote and are subject to adjustment based on pricing at the time services are rendered.
- 11 All product will remain the sole property of Read Window Products, LLC until final payment is received. Liability is limited to total charge for product in question.
- 12 Yardages quoted are Customer's Own Material unless otherwise noted.
- 13 Installation services are non-union; union installation is subject to local union rates and regulations.
- 14 Installation into concrete, steel, or other difficult substrate may require additional charges.
- 15 Installation is to occur during normal business hours Monday - Friday. Anything outside of this basis is subject to additional charges and availability.
- 16 Read Window Products is responsible for discarding trash and debris related to the installation of the window treatments.
- 17 Lining provided by Read Window Products -- 3 Pass FR unless otherwise noted.
- 18 During installation Read Window Products will be allowed access to elevators, dumpsters and on-site equipment. Denial of access is subject to additional charges.
- 19 Occupied units and related hindrances of access to units may be subject to additional charges.
- 20 Removal of any existing window treatments is not included in the above proposal.
- 21 Steaming of draperies is not included in the above proposal.

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22 COM Yardages quoted include 5% waste. All unconsumed remnants will be recycled after 45 days from substantial completion unless specifically instructed with other arrangements.

23 Customer is responsible for sales & use tax. In the event of tax exempt status, a resale certificate and W-9 must be included with Purchase Order.