

Kelly Caldwell

From: Kelly Caldwell
Sent: Wednesday, October 8, 2025 2:52 PM
To: Kelly Caldwell
Subject: FW: 24-827 Hotel Monroe – Ballroom PUNCH

- R-614 / 24-827 / RWP 1984 –
 - Ballroom shades were supposed to be reverse roll but were made standard roll. Please take the fabric off the tube and reverse roll the shades.
 - All motors are to be on the right.
 - One of the ballroom shades, the largest one – double window - did not get returned. So, the installers will change it on site.
 - Some of the shades had damage to the fabric because of the way they were packed for shipping. The chains were wrapped around the shade, causing creases / dents. Please replace the fabric where damage is evident.

Thank You,



Kelly Caldwell | Project Manager
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