

## **Kelly Caldwell**

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**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**  
(m) 865.809.3063