

## Ember Murphy

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**From:** Brenda Layne <blayne@christinariverexchange.com>  
**Sent:** Wednesday, November 26, 2025 9:34 AM  
**To:** Kelly Caldwell; Accounting  
**Cc:** jerry@wallerandjean.com; Shawn Dave; Michelle Schwandt  
**Subject:** CRE 25-749 Hotel Thayer - MR (3P-7-1-0019) RWP2213

**Categories:** Production Communications

EXTERNAL EMAIL

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Hi Kelly,

That is great news! Thank you so much for confirming.

All the best,  
Brenda

*I have started a new schedule, working on Mondays, Wednesdays, & Fridays.*

Please note the below **change** to our mailing address:



Brenda Layne  
1000 N. West Street, Suite **010**  
Wilmington, Delaware 19801  
E: [blayne@christinariverexchange.com](mailto:blayne@christinariverexchange.com)  
[www.christinariverexchange.com](http://www.christinariverexchange.com)

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**From:** Kelly Caldwell <kcaldwell@readwindow.com>  
**Sent:** Wednesday, November 26, 2025 9:33 AM  
**To:** Brenda Layne <blayne@christinariverexchange.com>; Accounting <accounting@readwindow.com>  
**Cc:** jerry@wallerandjean.com; Shawn Dave <SDave@culp.com>; Michelle Schwandt <mschwandt@christinariverexchange.com>  
**Subject:** RE: [EXT] 25-749 Hotel Thayer - MR (3P-7-1-0019) RWP2213

Brenda, installers are confirmed to measure on 12/2. They do not expect to need lodging unless there is bad weather.

Have a great Thanksgiving!

Thank You,



**Kelly Caldwell | Project Manager**

(m) 865.809.3063

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**From:** Kelly Caldwell <[kcaldwell@readwindow.com](mailto:kcaldwell@readwindow.com)>  
**Sent:** Wednesday, November 26, 2025 9:17 AM  
**To:** Brenda Layne <[blayne@christinariverexchange.com](mailto:blayne@christinariverexchange.com)>; Accounting <[accounting@readwindow.com](mailto:accounting@readwindow.com)>  
**Cc:** [jerry@wallerandjean.com](mailto:jerry@wallerandjean.com); Shawn Dave <[SDave@culp.com](mailto:SDave@culp.com)>; Michelle Schwandt <[mschwandt@christinariverexchange.com](mailto:mschwandt@christinariverexchange.com)>  
**Subject:** RE: [EXT] 25-749 Hotel Thayer - MR (3P-7-1-0019) RWP2213

Hi Brenda,

I can schedule the measure prior to receipt of deposit. But we would not be able to proceed with production until that is cleared.

I'm confirming with the installer to measure on 12/2. Can the property provide them lodging at no charge? Or should I book them a room for prepay and add?

Thank You,



**Kelly Caldwell | Project Manager**

(m) 865.809.3063

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**From:** Brenda Layne <[blayne@christinariverexchange.com](mailto:blayne@christinariverexchange.com)>  
**Sent:** Tuesday, November 25, 2025 12:31 PM  
**To:** Kelly Caldwell <[kcaldwell@readwindow.com](mailto:kcaldwell@readwindow.com)>; Accounting <[accounting@readwindow.com](mailto:accounting@readwindow.com)>  
**Cc:** [jerry@wallerandjean.com](mailto:jerry@wallerandjean.com); Shawn Dave <[SDave@culp.com](mailto:SDave@culp.com)>; Michelle Schwandt <[mschwandt@christinariverexchange.com](mailto:mschwandt@christinariverexchange.com)>  
**Subject:** RE: [EXT] 25-749 Hotel Thayer - MR (3P-7-1-0019) RWP2213

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Hi Kelly,

Please see below update from the Team!

1. December 2nd works for Read Window to complete the Model Room field measure.

**Question:** We are working on funding and should receive this within the next week or so. Can we schedule / complete the field measure with the deposit pending?

2. The physical address is:

The Thayer Hotel  
674 Thayer Road  
West Point NY 10996

3. Site contact is:

Katherine Salvatore  
(551) 500-7737

4. Please see model room plans from the Interior Designer attached

Thank you for all of your help,  
Brenda

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Wilmington, Delaware 19801  
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**From:** Kelly Caldwell <[kcaldwell@readwindow.com](mailto:kcaldwell@readwindow.com)>  
**Sent:** Monday, November 24, 2025 11:52 AM  
**To:** Brenda Layne <[blayne@christinariverexchange.com](mailto:blayne@christinariverexchange.com)>; Accounting <[accounting@readwindow.com](mailto:accounting@readwindow.com)>  
**Cc:** [jerry@wallerandjean.com](mailto:jerry@wallerandjean.com); Shawn Dave <[SDave@culp.com](mailto:SDave@culp.com)>; Kelly Caldwell <[kcaldwell@readwindow.com](mailto:kcaldwell@readwindow.com)>  
**Subject:** RE: [EXT] 25-749 Hotel Thayer - MR (3P-7-1-0019) RWP2213

Hi Brenda,

See attached, your updated quote. The installers' soonest availability to measure are as follows:

- Tuesday, December 2nd
- Wednesday, December 3rd
- Thursday, December 4th

Thank You,



**Kelly Caldwell | Project Manager**  
(m) 865.809.3063

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**From:** Brenda Layne <[blayne@christinariverexchange.com](mailto:blayne@christinariverexchange.com)>  
**Sent:** Monday, November 24, 2025 8:04 AM  
**To:** Kelly Caldwell <[kcaldwell@readwindow.com](mailto:kcaldwell@readwindow.com)>; Accounting <[accounting@readwindow.com](mailto:accounting@readwindow.com)>  
**Cc:** [jerry@wallerandjean.com](mailto:jerry@wallerandjean.com); Shawn Dave <[SDave@culp.com](mailto:SDave@culp.com)>  
**Subject:** RE: [EXT] 25-749 Hotel Thayer - MR (3P-7-1-0019) RWP2213

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Hi Kelly,

Thank you for your help with this!

Do you think we can receive the updated proforma today?

Also, the Client reached out and shared that they have availability for measure as soon as today 11/24, tomorrow 11/25, or Wednesday 11/26.

They also asked if we can expedite to have the order installed first week of January?

Thank you again,  
Brenda

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1000 N. West Street, Suite **010**  
Wilmington, Delaware 19801  
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**From:** Kelly Caldwell <[kcaldwell@readwindow.com](mailto:kcaldwell@readwindow.com)>  
**Sent:** Friday, November 21, 2025 3:07 PM  
**To:** Brenda Layne <[blayne@christinariverexchange.com](mailto:blayne@christinariverexchange.com)>; Accounting <[accounting@readwindow.com](mailto:accounting@readwindow.com)>  
**Cc:** [jerry@wallerandjean.com](mailto:jerry@wallerandjean.com); Shawn Dave <[SDave@culp.com](mailto:SDave@culp.com)>; Kelly Caldwell <[kcaldwell@readwindow.com](mailto:kcaldwell@readwindow.com)>  
**Subject:** RE: [EXT] 25-749 Hotel Thayer - MR (3P-7-1-0019) RWP2213

Hi Brenda,

The quote for shop drawings is \$125 for each spec. I'll request an updated quote to reflect this, and we can get you an updated proforma.

I've reached out to an installer to request some dates for measuring. Will advise on that.

Thank You,



**Kelly Caldwell | Project Manager**  
(m) 865.809.3063

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**From:** Brenda Layne <[blayne@christinariverexchange.com](mailto:blayne@christinariverexchange.com)>  
**Sent:** Friday, November 21, 2025 10:19 AM  
**To:** Accounting <[accounting@readwindow.com](mailto:accounting@readwindow.com)>; Kelly Caldwell <[kcaldwell@readwindow.com](mailto:kcaldwell@readwindow.com)>  
**Cc:** [jerry@wallerandjean.com](mailto:jerry@wallerandjean.com); Shawn Dave <[SDave@culp.com](mailto:SDave@culp.com)>  
**Subject:** RE: [EXT] 25-749 Hotel Thayer - MR (3P-7-1-0019) RWP2213

EXTERNAL EMAIL

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Some people who received this message don't often get email from [blayne@christinariverexchange.com](mailto:blayne@christinariverexchange.com). [Learn why this is important](#)

Hi Kelly,

I hope you are doing well!

Following on PO 3P-7-1-0019. Is it possible to share:

1. An invoice for the order that includes the cost of shop drawings for items MR-400, MR-401, and MR-402
2. A couple of dates Read Window is available for field measure, so we can coordinate with the property

Thank you for your help!

Brenda

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Wilmington, Delaware 19801  
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**From:** Brenda Layne <[blayne@christinariverexchange.com](mailto:blayne@christinariverexchange.com)>  
**Sent:** Wednesday, November 19, 2025 10:25 AM  
**To:** Accounting <[accounting@readwindow.com](mailto:accounting@readwindow.com)>; Kelly Caldwell <[kcaldwell@readwindow.com](mailto:kcaldwell@readwindow.com)>  
**Cc:** [jerry@wallerandjean.com](mailto:jerry@wallerandjean.com); Shawn Dave <[sdave@culp.com](mailto:sdave@culp.com)>  
**Subject:** RE: [EXT] 25-749 Hotel Thayer - MR (3P-7-1-0019) RWP2213

Good Morning,

Thank you for sending!

Is it possible to include the cost of shop drawings on the invoice?

Thank you again,

Brenda

*I have started a new schedule, working on Mondays, Wednesdays, & Fridays.*

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**From:** Accounting <[accounting@readwindow.com](mailto:accounting@readwindow.com)>  
**Sent:** Tuesday, November 18, 2025 3:13 PM  
**To:** CRE Accounting <[accounting@christinariverexchange.com](mailto:accounting@christinariverexchange.com)>; Brenda Layne <[blayne@christinariverexchange.com](mailto:blayne@christinariverexchange.com)>  
**Cc:** [jerry@wallerandjean.com](mailto:jerry@wallerandjean.com); Accounting <[accounting@readwindow.com](mailto:accounting@readwindow.com)>  
**Subject:** [EXT] 25-749 Hotel Thayer - MR (3P-7-1-0019) RWP2213

Please see the attached Proforma Invoice. Payment is due prior to job scheduling.

A credit card authorization form is attached for your convenience. Currently, Read Window Products does not charge a fee to pay by credit card.

Please let us know if you need anything further.

Thank you,



Read Window Products, LLC | CULP Hospitality  
5900 Weisbrook Lane | Knoxville, TN 37909  
Office: 865.675.4086  
[www.readwindow.com](http://www.readwindow.com)  
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