



## Purchase Order - 3P-7-1-0019

## Vendor

**Read Window Products LLC**  
 5900 Weisbrook Lane  
 Knoxville, TN 37909  
 Jerry Varich  
 jerry@wallerandjean.com  
 Phone: (814) 504-2820

**Purchase Order as Agent Only**

Issue Date 11/17/2025  
 Required Delivery Date  
 Currency United States Dollar (USD)  
 Payment Terms 50% Deposit  
 FOB Point USA  
 Ship Via 3rd Party  
 End Use Location West Point, NY

## Bill To

**Christina River Exchange**

## Ship To

**Will Advise**

Please Remit All Invoices to:  
 accounting@christinariverexchange.com  
 1000 N. West Street, Suite 875  
 Wilmington, Delaware 19801

## Project

**Thayer**

Brenda Layne  
 blayne@christinariverexchange.com  
 Phone: 302.691.2100 x4920

Line	Spec Id	Item Name	Quantity	Price	Subtotal
1	MR-400.PG	<b>FLAT ROMAN OVER DRAPERY FABRICATION</b> Model Room / Vendor A	2 EA	619.00	1,238.00

**Attachments**

Spec

**Notes**

COM FABRIC TERMS AND CONDITIONS, CRE Field Measurement & Installation, CRE Terms and Conditions,  
 CRE Tracking Notice, CRE Vendor Acknowledgement, CRE Vendor Requirements, Freight Forwarding

**Specifications**

**Manufacturer** Read Window Products LLC

**Additional Specifications**

Product Type : FLAT ROMAN OVER DRAPERY FABRICATION  
 Style Name : Flat Roman  
 Style # : Flat Roman  
 Width : Field Measure  
 Height : Field Measure  
 Fabric Details : GR-400.01, GR-400.02  
 Installation Inside Mount

**Comments**

- Soft fold fullness: 200%
- Specied fabrics should meet NFPA 701 re rating requirements
- Soft fold shades: Face fabric is hobbled to the lining, creating curving fabric folds.

## Purchase Order - 3P-7-1-0019

Line	Spec Id	Item Name	Quantity	Price	Subtotal
		<ul style="list-style-type: none"> <li>- Lifting mechanism features an industry standard clutch system with take-up reels</li> <li>- Extruded aluminum rail features a continuous-lift chain that allows shade to be leveled on site without untying cords.</li> <li>- Brass metal beaded chain. Left window to have chain on right side and right window to have chain on left side</li> <li>- Clutch/brake system enables shade to stop and hold at any point. Finish to be in brass</li> <li>- Hold-down brackets secure chain to wall in compliance with ANSI standard for child safety, ANSI WCMA A100.1, section 6.5</li> <li>- Round bracket type. Finish to be in brass</li> <li>- The bottom bar style in sewn-in</li> <li>- Roll type should be reversed</li> <li>- Control type: Continuous loop</li> </ul>			
		<b>Submittal Items</b>			
		Shop Drawings			
		<b>Sidemark</b>			
		MR-400.PG / FLAT ROMAN OVER DRAPERY FABRICATION / Vendor A / Thayer (3P-7-1)			
2	MR-401.PG	<b>UNDER ROLLER SHADE FABRICATION</b> Model Room / Vendor A	2 EA	180.00	360.00
		<b>Attachments</b>			
		Spec			
		<b>Notes</b>			
		COM FABRIC TERMS AND CONDITIONS, CRE Field Measurement & Installation, CRE Terms and Conditions, CRE Tracking Notice, CRE Vendor Acknowledgement, CRE Vendor Requirements, Freight Forwarding			
		<b>Specifications</b>			
		<b>Manufacturer</b> Read Window Products LLC			
		<b>Additional Specifications</b>			
		Product Type : UNDER ROLLER SHADE FABRICATION			
		Style Name : Roller Shade			
		Style # : Roller Shade			
		Width : Field Measure			
		Height : Field Measure			
		Fabric Details : GR-401.01			
		Installation Inside Mount			
		<b>Comments</b>			
		Notes :			
		- Hold-down brackets secure chain to wall in compliance with ANSI standard for child safety, ANSI WCMA A100.1, section 6.5			
		- Brass metal beaded chain. Left window to have chain on right side and right window to have chain on left side			
		- Clutch/brake system enables shade to stop and hold at any point. Finish to be in brass			
		- Round bracket type. Finish to be in brass			

## Purchase Order - 3P-7-1-0019

Line	Spec Id	Item Name	Quantity	Price	Subtotal
		<ul style="list-style-type: none"> <li>- The bottom bar style in sewn-in</li> <li>- Roll type should be reversed</li> <li>- Control type: Continuous loop</li> </ul> <p>Required Items): Shop Dwgs Designer Approval Prior To Fabrication</p> <p>Instructions :</p> <ul style="list-style-type: none"> <li>-All dimensions and details must be coordinated with AJC Design prior to production. Drapery to be fabricated as outlined pending site verification of all dimensions by installer.</li> <li>- Estimated COM by installer. Manufacturer to verify exact yardage required by taking actual job site measurements.</li> <li>- Fabric patterns shall be matched and joined prior to fabrication. All drapery to be steamed and fan folded to eliminate creases and wrinkles.</li> <li>-Manufacturer shall fabricate drapery with highest quality suitable for commercial use. All details and dimensions shall be coordinated with AJC Design prior to fabrication</li> <li>-All hems shall be blind stitched, seams to be overlocked with safety stitch and surged. All hems shall be made with double folds and blind stitched by machine or hand stitching, bottom hems to be 4" and side hems 1-1/2".</li> </ul> <p><b>Submittal Items</b> Shop Drawings</p> <p><b>Sidemark</b> MR-401.PG / UNDER ROLLER SHADE FABRICATION / Vendor A / Thayer (3P-7-1)</p>			

3	MR-401.01.PG	<b>SHADE FABRIC @ UNDER ROLLER</b> Model Room / Vendor A	0 YDS	0.00	0.00
---	--------------	---	-------	------	------

**Attachments**

Spec

**Notes**

COM FABRIC TERMS AND CONDITIONS, CRE Field Measurement & Installation, CRE Terms and Conditions, CRE Tracking Notice, CRE Vendor Acknowledgement, CRE Vendor Requirements, Freight Forwarding

**Specifications**

**Manufacturer** Read Window Products LLC

**Additional Specifications**

**\*\*Material to be provided by Read Window\*\***

Supplier : Quiltcraft

Manufacturer : Quiltcraft

Product Type : FABRIC / UPHOLSTERY

Style Name : Sylvan

Color : Rustic

Content : 100% Polyester

Width / : 110"

## Purchase Order - 3P-7-1-0019

Line	Spec Id	Item Name	Quantity	Price	Subtotal
------	---------	-----------	----------	-------	----------

### Comments

Required Item(s): Cutting  
Designer Approval Prior To Fabrication

#### Instructions :

- FLAMMABILITY: Must pass NFPA 260. All fabrics must be treated to meet local, state and national re codes. Purchasing agent to confirm fabric is suitable for treatment. If fabric requires ame treatment, a small sample must rst be treated prior to treating all yardage. Treatments must not alter appearance or hand of fabric. Designer to be notied if fabric cannot be treated successfully or if fabric is altered in any way as a result of treatment.

- STAIN: All fabric must be inherently soil and stain repellent or be treated for soil and stain repellency unless otherwise noted. Treatments must not alter appearance or hand of the fabric.

#### NOTES:

-Where applicable, all materials must be suitable for exterior use with full exposure to the elements. All materials must be lightfast, and resistant to rotting, mildew, and crocking.

-Prior to purchasing and cutting, MFR must advise AJC Design if specied fabric / leather/ trim is not recommended for intended use (including, but not limited to, durability, stability, crocking, and lightfastness).

-Prior to purchasing and cutting, MFR must advise if backing is required for intended use.

-Prior to cutting and shipping of fabrics, MFR must provide a cutting for approval from current stock for written approval from AJC Design.

-CFA's are approved by AJC Design for design intent, pattern, scale and dye lots match only. MFR is responsible for all stability, durability, and quality of materials.

### Submittal Items

Cutting for Approval, Flame Certificate

### Sidemark

MR-401.01.PG / SHADE FABRIC @ UNDER ROLLER / Vendor A / Thayer (3P-7-1)

4	MR-402.PG	<b>VALANCE FABRICATION</b> Model Room / Vendor A	2 EA	0.00	0.00
<b>Attachments</b>					
Spec					
<b>Notes</b>					
COM FABRIC TERMS AND CONDITIONS, CRE Field Measurement & Installation, CRE Terms and Conditions, CRE Tracking Notice, CRE Vendor Acknowledgement, CRE Vendor Requirements, Freight Forwarding					

## Purchase Order - 3P-7-1-0019

Line	Spec Id	Item Name	Quantity	Price	Subtotal
<b>Specifications</b>					
		<b>Manufacturer</b>	Read Window Products LLC		
<b>Additional Specifications</b>					
		Product Type :	VALANCE FABRICATION		
		Style Name :	UPHOLSTERED VALANCE		
		Width :	Field Measure		
		Height :	5"		
		Fabric Details :	GR-402.01		
		Installation	Inside Mount		
		Method :	The face of valance to be aligned with the wall		
<b>Comments</b>					
		Notes :			
		- TO BE ALIGNED WITH THE WALL, WITH ITS EDGES FLUSH AGAINST THE WALL			
		- UPHOLSTERED VALANCE			
		Required Item(s):	Shop Dwgs		
		Designer Approval	Prior To Fabrication		
		Instructions :			
		-All dimensions and details must be coordinated with AJC Design prior to production. Drapery to be fabricated as outlined pending site verication of all dimensions by installer.			
		-Estimated COM by installer. Manufacturer to verify exact yardage required by taking actual job site measurements.			
		- Fabric patterns shall be matched and joined prior to fabrication. All drapery to be steamed and fan folded to eliminate creases and wrinkles.			
		-Manufacturer shall fabricate drapery with highest quality suitable for commercial use. All details and dimensions shall be coordinated with AJC Design prior to fabrication			
		-All hems shall be blind stitched, seams to be overlocked with safety stitch and surged. All hems shall be made with double folds and blind stitched by machine or hand stitching, bottom hems to be 4" and side hems 1-1/2".			
		-Weighted hems and mitered and weighted edges. All materials shall be new, free of defect and shall comply w/ Local Fire Codes & Standards			
<b>Submittal Items</b>					
		Shop Drawings			
<b>Sidemark</b>					
		MR-402.PG / VALANCE FABRICATION / Vendor A / Thayer (3P-7-1)			

Subtotal	1,598.00
Sales Tax (8.13%)	129.92
Installation	1,500.00
Field Measure	750.00
Travel Charge	2,000.00
<b>Total (USD)</b>	<b>5,977.92</b>

## Purchase Order - 3P-7-1-0019

This order is not for resale. Sales Tax shall be charged at: 8.13% End Use Location: West Point, NY 10996

## Notes

### COM FABRIC TERMS AND CONDITIONS

Applies To: **All Items**

All COM supplied must be intended for commercial use and be suitable for the application specified. Additionally, all COM must meet flame requirements and standards. Supplier will advise Buyer if COM should be stain treated based on the intended use noted in the specifications provided.

Vendor must provide Flame and Warranty certification and cleaning instructions prior to initial deposit being sent.

Overage greater than 2 yards is not permitted without express written permission from CRE/Client.

Production runs must be from the same dye lot unless express written permission is granted by CRE/Client. COM vendor must advise CRE if multiple dye-lots are required to fulfill an order prior to processing the purchase order.

### CRE Field Measurement & Installation

Applies To: **All Items**

- Ensure all products are inspected by both the installer and site contact. Site contact and installer must sign-off on all product verifying condition prior to installer's departure. If there is damaged product, the detail of damaged should be noted on the inventory report. As well, photos of damaged must be taken (close and from distance). This information should be provided to CRE at the conclusion of the installation on the Inventory Report.
- Installer is required to take all necessary precautions and preventative measures to ensure there are no scratches, dents, stains, or other damages to any part of the property as a result of the installation. Installer acknowledges that if there are damages resulting from installation, the installer or vendor is responsible to remediate the damage to the previous condition.
- If any area is carpeted, installer must wear shoe covers to protect carpet.
- Installer is responsible to ensure area is broom-swept and debris is removed from site or placed in the dumpster. Installer must note if shoe covers, or any special dust mitigation wear is required.
- Installer will provide completed Inventory Report to CRE within 24 hours of job completion.
- All punch list items must be completed within 30-days of install.

### CRE Terms and Conditions

Applies To: **All Items**

General Terms and Conditions

Christiana River Exchange LLC (hereafter CRE)

1). PURCHASE ORDER. This Purchase Order is issued by Christiana River Exchange, LLC ("Agent"), as authorized agent for and on behalf of the Buyer identified on the front of this Purchase Order ("Buyer"), to the Supplier identified on the front of this Purchase Order ("Supplier"). This Purchase Order represents the entire and integrated agreement between Buyer and Supplier and supersedes all other offers, purchase order forms, acknowledgements, correspondence, negotiations, representations or agreements, either written or oral. This Purchase Order is made pursuant to and expressly contingent upon these Terms and Conditions and will be deemed accepted by Supplier's verbal or written acknowledgment (including Supplier's issuance of any separate acknowledgment, shipping document or purchase order form) and/or by Supplier's shipping any of the Goods identified on the front of this Purchase Order (the "Goods"). All contrary or different terms and conditions are hereby rejected by Buyer. No

## Purchase Order - 3P-7-1-0019

provisions in any acknowledgment, purchase order form, quotation, order confirmation or other correspondence or document issued by Supplier will be binding unless accepted by Buyer in writing.

2). BUYER AND AGENT. Supplier acknowledges and agrees that this Purchase Order is issued and signed by Agent as the authorized agent for and on behalf of Buyer and that all actions required of Buyer under this Purchase Order will be taken by Agent on behalf of Buyer. Supplier agrees to comply with all directives and decisions issued by Agent for and on behalf of Buyer under this Purchase Order. Supplier agrees that all rights and remedies under this Purchase Order shall inure to and are directly for the benefit of the Buyer, that the Supplier shall be directly and fully liable and responsible to the Buyer for the Goods and all obligations under this Purchase Order and that all warranties, indemnities and insurance coverage under this Purchase Order shall run to the benefit of Buyer.

3). TIME OF DELIVERY. Supplier acknowledges that timely delivery of the Goods is of the essence in this Purchase Order. The Goods shall be delivered in accordance with the shipping and delivery instructions identified on the front of this Purchase Order and as set forth in these Terms and Conditions. Unless otherwise specified all Goods shall be tendered in a single delivery. Supplier shall immediately notify the Buyer whenever the Supplier has reason to believe that any scheduled delivery will be late. Supplier shall deliver the Goods by the delivery date(s) identified on the front of this Purchase Order (the "Delivery Dates") subject only to delays attributable to causes that are beyond the reasonable control of (and cannot be mitigated or avoided by reasonable actions taken by) Supplier (collectively "Excused Delays"), in which event Supplier shall be entitled to an extension of the applicable Delivery Dates equal to the period of time that Supplier is actually unable to perform as a result of such Excused Delays. Supplier acknowledges that Supplier's failure to deliver the Goods by the Delivery Date(s) (as extended due to Excused Delays) will cause significant damage to Buyer and disruption to Buyer's ability to open the facility for which the Goods are being furnished. Accordingly, Buyer may refuse or return at Supplier's expense, all or any part of any shipment, which is delivered after the Delivery Dates (as extended due to Excused Delays). In addition, in the event Supplier fails to deliver the Goods by the Delivery Dates (as extended due to Excused Delays), Buyer (in addition to any other of its rights and remedies under applicable law) may substitute the Goods and charge the Supplier for the difference in the cost of the substituted Goods. If, in order to comply with the Delivery Date (as extended due to Excused Delays), it is necessary for Supplier to ship by a more expensive way than specified in this Purchase Order, any increased transportation costs resulting thereof shall be paid for by Supplier. Unless otherwise agreed to by Buyer in writing, the goods are not to be delivered earlier than the Delivery Dates, and all costs to store, warehouse, secure and protect the Goods prior to the Delivery Dates shall be borne and paid for by Supplier and are included in the Prices.

4). PRICING AND PAYMENT. All Goods shall be provided by Supplier at the prices and amounts stated on front of this Purchase Order (the "Prices"). No other or higher Prices are permitted unless authorized in a written change order to this Purchase Order signed by Agent on behalf of Buyer. Unless otherwise noted, the Prices include all packaging, cartoning and crating as appropriate. All invoices for the Goods shall be sent to the Agent for processing, and must be received by Agent within 30 days after final delivery of the Goods to enable the closing accounting to be delivered to Buyer within 60 days of such delivery.

5). TRANSPORTATION & DELIVERY. All Goods shall be delivered by Supplier to the destination specified on the front of this Purchase Order (the "Delivery Site"). In transporting the Goods to the Delivery Site, the Supplier must utilize a carrier or broker that is current and in good standing with respect to all licenses, bonds, and insurance as required by the United States Department of Transportation and may only ship with trucking companies that have a satisfactory safety rating with the United States Department of Transportation. Acceptance and production charges by the Supplier for prepaid freight shall include only the cost of the freight billed to Supplier and shall not include any handling, service or other charges in connection therewith. The Bill of Lading ("BOL") in either case must contain this Purchase Order number and corresponding release number. Inspection of the Goods covered under this Purchase Order shall be performed at the Delivery Site by Agent. All packaging, cartoning and crating of the Goods must be suitable for product protection in transit (e.g. at minimum, protect corners, legs, upholstery, etc.). The Goods will not be deemed accepted by Buyer unless accepted in writing by Agent at the Delivery Site. Supplier shall be responsible for all unloading and handling of the Goods at the Delivery Site prior to inspection and acceptance. In connection with the delivery of the Goods, Supplier shall comply with any policies and rules established at the Delivery Site, including but not limited to access and parking restrictions, use of elevators, delivery hours, noise limitations and smoking prohibition, and upon completion of delivery Supplier shall remove all packing materials, rubbish, debris and other items generated by the delivery. Supplier shall be responsible for all damage caused by Supplier's delivery of the Goods. As part of the delivery of the Goods, Supplier shall provide Buyer with all necessary instruction documentation required for the complete and proper installation, assembly and connection of the Goods (as applicable).

6). WARRANTY. Supplier represents that it is familiar with and experienced in the provisions of Goods of the kind required by this



## Purchase Order - 3P-7-1-0019

Purchase Order and that Supplier has the technical ability, financial capacity, expertise and skill necessary to furnish such Goods in conformance with these the Terms and Conditions. Supplier represents and warrants that all Goods provided under this Purchase Order shall: (i) fully and strictly conform to the specifications identified on the front of this Purchase Order (the "Specifications"); (ii) be free from defects and electrically, mechanically, structurally and functionally sound (as applicable); (iii) be of good material and workmanship; (iv) be merchantable and fit for the purposes identified in the Specifications and (v) be in compliance with all applicable laws, codes, regulations and industry standards. If any Goods do not conform to these requirements, Supplier shall, upon Buyer's request and promptly and without charge, repair or replace the Goods. Supplier shall be liable for all damages incurred by Buyer (including damages recovered against Buyer by Buyer's tenants or guests) resulting from non-conforming Goods or breach of the warranty provisions of this Purchase Order. The aforementioned warranties are in addition to any warranties or guarantees offered by Supplier in connection with the Goods and may not be negated, limited, excluded, modified or disclaimed by any other or separate document provided by Supplier (including but not limited to any printed warranty, separate acknowledgment, quotation, order confirmation or correspondence). All of Supplier's warranties with respect to the Good shall survive all inspections and acceptance.

7). COPYRIGHT. Supplier warrants that the Goods supplied under this Purchase Order will not infringe any United States or foreign patents, copyrights, trademarks or other intellectual property rights and by acceptance of this Purchase Order agrees to indemnify, defend and hold harmless Buyer and Agent against all judgments, decrees, costs and expenses for any alleged infringement of any patent copyrights, trademarks or other intellectual property rights resulting from the sale or use of the Goods, by Buyer, Agent, or any tenant or guest of Buyer. Supplier's obligations in this regard shall not apply to the extent the claim of infringement is based on a modification to Supplier's products made by Buyer.

8). DEFAULT AND/OR CANCELLATION. Buyer reserves the right, by written notice of default, to cancel this order without liability to Buyer, in the event of any of the following: (a) insolvency of the Supplier, (b) the filing of a voluntary petition in bankruptcy by Supplier, (c) the filing of an involuntary petition to have Supplier declared bankrupt, (d) the appointment of a Receiver or Trustee for Supplier, or (e) the execution by Supplier of an assignment for the benefit of creditors. In addition, Buyer may terminate this Purchase Order upon three (3) business day's written notice to Supplier in the event of Supplier's breach of the terms of this Purchase Order, which breach has not been cured within the three (3) days' notice period. In the case of any such cancellation or termination Buyer shall be liable only for the Prices applicable to those Goods that have been delivered prior to the date of termination and are accepted by Agent and are in conformance with the Specifications and Terms and Conditions of this Purchase Order, and Buyer shall have no liability for any other Goods or payments. In addition, if Supplier fails to perform as specified herein or if Supplier breaches any of the terms hereof, Buyer reserves the right, upon giving Supplier written notice and without limiting any of Buyer's other rights or remedies, to obtain all or any portion of the Goods ordered herein from another source in which event any and all excess costs resulting therefrom shall be chargeable to and paid by Supplier.

9). COMPLIANCE WITH LAWS. Seller agrees to abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a), 41 CFR 60-741.5(a) and the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), and all other applicable laws relating to employee rights and equal opportunity, including but not limited to regulations prohibiting discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibiting discrimination against all individuals based on race, color, religion, sex, or national origin. Supplier represents and warrants that all Goods to be provided under this Purchase Order shall strictly comply with all Federal, State, and local laws, regulations, rules, and ordinances including but not limited to the Flammable Fabrics Act as amended, the Federal Hazardous Substances Act as amended, the Consumer Products Safety Act, the Textile Fiber Identification Act, the Occupational Safety and Health Act of 1970 as amended, the Environmental Protection Acts, and the Toxic Substances Control Act.

10). QUALITY INSPECTION. Supplier shall employ adequate quality control procedures and shall comply with the quality control procedures required by the Specifications. Buyer shall have the right to inspect and test all Good, either before shipment, upon delivery, or at any time after delivery and shall have the right to return at Supplier's expense all or any part of any nonconforming Goods. Buyer's right of inspection shall survive the acceptance of and the payment for the Goods. Supplier shall be responsible for all rework charges relating to defective material including defective Goods. Supplier acknowledges and agrees that Buyer is under no obligation to inspect the Goods or to discover defects or deficiencies in the Goods or Supplier's work or services. Supplier agrees that Buyer's inspection of (or failure to inspect) the Goods or Supplier's work or services and/or Buyer's discovery of or failure to discover any defects, deficiencies or other problems in the Goods or Supplier's work or services shall not in any way constitute a waiver or acceptance of any defect, deficiency or other problem or any way affect or reduce Supplier's responsibilities to provide



## Purchase Order - 3P-7-1-0019

Goods that are free of defects, deficiencies or other problems in materials or workmanship and in conformance with the terms of this Purchase Order.

11). **INDEMNITY, INSURANCE AND RISK OF LOSS.** Supplier shall indemnify, defend, protect and hold harmless the Buyer and Agent from any and all actions, claims, costs, expenses, fees, (including reasonable attorney's fees) investigations, liabilities, losses or suits to the extent arising out of or related to the Goods provided under this Purchase Order including but not limited to those which: (1) involve any actual or alleged injuries or death to any person or property damage, resulting in whole or part, from defective or allegedly defective Goods provided by Supplier; or (2) involve actual or alleged violation of any law, regulation, rule or ordinance relating to the use or sale of the Goods. Supplier agrees to obtain and maintain policies of insurance including but not limited to policies providing public liability, product liability (with a broad form vendor's endorsement naming the Buyer), automobile liability, and workmen's compensation coverage in such amounts, with such companies and containing such other provisions which shall be satisfactory to Buyer relating to the Goods. Supplier shall provide Agent with certificates of insurance and all such policies and certificates prior to shipment of the Goods and shall provide that the coverage provided by such policies shall not be terminated or cancelled without at least ten (10) days prior written notice to the Buyer and Agent. The risk of loss for conforming goods shall be on the Supplier until the products are delivered to the destinations specified in the Purchase Order and accepted by Agent. The risk of loss for nonconforming Goods shall be on the Supplier at all times.

12). **MISCELLANEOUS.** This Purchase Order shall be governed by the Uniform Commercial Code and the laws of the State where the Goods are to be delivered. All terms and phrases capitalized or otherwise defined in this Purchase Order shall have the respective meanings as are specified herein. Neither the Purchase Order nor any rights hereunder may be assigned in whole or in part by the Supplier without the express written consent of the Buyer.

### CRE Tracking Notice

Applies To: ***All Items***

Vendor must provide email confirmation to CRE for any product shipments prior to the ship date; vendor will confirm if appointment required prior to scheduling delivery.

### CRE Vendor Acknowledgement

Applies To: ***All Items***

Vendor acknowledges the quote provided is comprehensive of all costs associated with the purchased products, services/labor, materials and schedule and assumes all costs for the product/materials/labor quoted in the context of the design and scope presented by the Client at the time of the quote. Vendor may not submit a change order for labor or materials unless there is an approved design change which results in a material change. Any design change which will result in a material change must be approved in writing by the Client prior to proceeding. The vendor is required to prepare a detailed summary of any increases in cost to either labor and/or materials within 10 business days of the requested change. Change orders submitted after 10 days will not be accepted or approved.

Vendor agrees to provide photos within 3 business days at the request of the Client to demonstrate progress of work and/or purchase of materials. Client may choose to visit the site to observe work. Vendor acknowledges that if at any time during the project, the Vendor is not performing or meeting the expectations of the Client with respect to quality, service or schedule, the Client may remove scope or cancel the purchase order without notice. The Client will not be responsible for payment of any portion of scope removed or cancelled from the purchase order. The Client will not reimburse the vendor for any materials purchased without a valid receipt.

Vendor acknowledges any delays in production past the agreed upon delivery date may result in a reduction in the product cost of up to 2% per day which will be adjusted on the final invoice.

### CRE Vendor Requirements



## Purchase Order - 3P-7-1-0019

### Applies To: ***All Items***

- Vendor must provide W-9 with invoice if they have not previously worked with CRE.
- Vendor must clearly display PO# on all invoices and packing slips.
- Vendor agrees to provide assembly instructions for all and any items requiring instructions and a finish touch-up kit at the time of delivery.
- Vendor must provide all flame and warranty certifications upon receipt of purchase order.
- Vendor must submit final invoices for any residual charges (beyond terms of purchase order) to CRE for payment within 60 days following product delivery. Invoices submitted after 60 days risk non-payment if the project loan has been closed.
- Vendor must ship merchandise cartoned or crated suitable for transportation via regular motor freight carriers.
- In the event product must be split-shipped due to a delay in the manufacturing of the product beyond the promised delivery date (including supplies, labor or other materials to be supplied by the vendor), the vendor agrees to pay all additional out-of-scope shipping charges above the original expected freight cost.

### Freight Forwarding

#### Applies To: ***All Items***

CRE will advise of freight forwarding company if not specified. Please contact CRE project manager.

**Project Name:** The Thayer Hotel  
**Issue Date:** Apr-08-25

**Area:** 03 Floor / 306 Model Room  
**Product Name:** FLAT ROMAN OVER DRAPERY FABRICATION  
**Description:** FLAT ROMAN OVER DRAPERY FABRICATION

**Supplier:** To Bid  
**Manufacturer:** To Bid  
**Product Type:** FLAT ROMAN OVER DRAPERY FABRICATION  
**Style Name:** Flat Roman  
**Style #:** Flat Roman  
**Width:** Field Measure  
**Height:** Field Measure  
**Fabric Details:** GR-400.01, GR-400.02  
**Installation Method:** Inside Mount



- Notes:**
- Soft fold fullness: 200%
  - Specified fabrics should meet NFPA 701 fire rating requirements
  - Soft fold shades: Face fabric is hobbled to the lining, creating curving fabric folds.
  - Lifting mechanism features an industry standard clutch system with take-up reels
  - Extruded aluminum rail features a continuous-lift chain that allows shade to be leveled on site without untying cords.
  - Brass metal beaded chain. Left window to have chain on right side and right window to have chain on left side
  - Clutch/brake system enables shade to stop and hold at any point. Finish to be in brass
  - Hold-down brackets secure chain to wall in compliance with ANSI standard for child safety, ANSI WCMA A100.1, section 6.5
  - Round bracket type. Finish to be in brass
  - The bottom bar style in sewn-in
  - Roll type should be reversed
  - Control type: Continuous loop

**Required Item(S) For Designer Approval Prior**

- Shop Dwgs

**Project Name:** The Thayer Hotel  
**Issue Date:** Apr-08-25

**Area:** 03 Floor / 306 Model Room  
**Product Name:** FLAT ROMAN OVER DRAPERY  
FABRICATION  
**Description:** FLAT ROMAN OVER DRAPERY  
FABRICATION

#### Required Item(S) For

#### Instructions:

- All dimensions and details must be coordinated with AJC Design prior to production. Drapery to be fabricated as outlined pending site verification of all dimensions by installer.
  - Estimated COM by installer. Manufacturer to verify exact yardage required by taking actual job site measurements.
  - Fabric patterns shall be matched and joined prior to fabrication. All drapery to be steamed and fan folded to eliminate creases and wrinkles.
  - Manufacturer shall fabricate drapery with highest quality suitable for commercial use. All details and dimensions shall be coordinated with AJC Design prior to fabrication
  - All hems shall be blind stitched, seams to be overlocked with safety stitch and surged. All hems shall be made with double folds and blind stitched by machine or hand stitching, bottom hems to be 4" and side hems 1-1/2".
  - Weighted hems and mitered and weighted edges. All materials shall be new, free of defect and shall comply w/ Local Fire Codes & Standards
  - All materials and method of production shall be of the finest quality suitable for Contract / Hospitality use.
  - All excess fabric shall be wrapped, tagged w/ identifying information (including specification number) and returned to end destination for attic stock.
  - Must be properly side marked.
- A warranty period of two years from date of sale applies against faulty workmanship. Warranty excludes normal wear and tear or misuse.
- MFG. to submit 2 sets of finish samples and shop drawing to purchasing agent. Purchasing agent to forward all submittals to AJC Design for comment and approval.
  - AJC Design will return all comments to purchasing agent, who will forward all comments back to vendor.
  - All submittals must be approved in writing prior to production.
  - Submittals shall adhere to guidelines listed below:
  - SHOP DRAWING: All drawings to include plans, elevations and sections.
- Shop drawings to indicate project name, issue date, spec number, drawing scale, overall and detail dimensions, material and finishes (solids and veneers), fabrication methods, all decorative and mechanical hardware, quantity and weight.
- Shop drawing to be scaled at no less than: 1'-0" = 1-1/2" with details at no less than 1'-0" = 3". If drawings are drawn in metric, they must be to scale with metric and imperial dimensions.
  - All product must be properly side marked

**Project Name:** The Thayer Hotel  
**Issue Date:** Apr-08-25

**Area:** 03 Floor / 306 Model Room  
**Product Name:** UNDER ROLLER SHADE  
FABRICATION  
**Description:** UNDER ROLLER SHADE  
FABRICATION

**Supplier:** To Bid  
**Manufacturer:** To Bid  
**Product Type:** UNDER ROLLER SHADE  
FABRICATION  
**Style Name:** Roller Shade  
**Style #:** Roller Shade  
**Width:** Field Measure  
**Height:** Field Measure  
**Fabric Details:** GR-401.01  
**Installation Method:** Inside Mount



**Notes:**

- Hold-down brackets secure chain to wall in compliance with ANSI standard for child safety, ANSI WCMA A100.1, section 6.5
- Brass metal beaded chain. Left window to have chain on right side and right window to have chain on left side
- Clutch/brake system enables shade to stop and hold at any point. Finish to be in brass
- Round bracket type. Finish to be in brass
- The bottom bar style in sewn-in
- Roll type should be reversed
- Control type: Continuous loop

**Required Item(S) For** • Shop Dwgs

**Designer Approval Prior**

**To Fabrication:**

**Instructions:**

- All dimensions and details must be coordinated with AJC Design prior to production. Drapery to be fabricated as outlined pending site verification of all dimensions by installer.
- Estimated COM by installer. Manufacturer to verify exact yardage required by taking actual job site measurements.
- Fabric patterns shall be matched and joined prior to fabrication. All drapery to be steamed and fan folded to eliminate creases and wrinkles.
- Manufacturer shall fabricate drapery with highest quality suitable for commercial use. All details and dimensions shall be coordinated with AJC Design prior to fabrication
- All hems shall be blind stitched, seams to be overlapped with safety stitch and surged. All hems shall be made with double folds and blind stitched by machine or hand stitching, bottom hems to be 4" and side hems 1-1/2".

<b>Project Name:</b>	The Thayer Hotel	<b>Area:</b>	03 Floor / 306 Model Room
<b>Issue Date:</b>	Apr-08-25	<b>Product Name:</b>	UNDER ROLLER SHADE FABRICATION
		<b>Description:</b>	UNDER ROLLER SHADE FABRICATION

<b>Instructions:</b>	<p>-Weighted hems and mitered and weighted edges. All materials shall be new, free of defect and shall comply w/ Local Fire Codes &amp; Standards</p> <p>-All materials and method of production shall be of the finest quality suitable for Contract / Hospitality use.</p> <p>-All excess fabric shall be wrapped, tagged w/ identifying information (including specification number) and returned to end destination for attic stock.</p> <p>-Must be properly side marked.</p> <p>A warranty period of two years from date of sale applies against faulty workmanship. Warranty excludes normal wear and tear or misuse.</p> <p>-MFG. to submit 2 sets of finish samples and shop drawing to purchasing agent. Purchasing agent to forward all submittals to AJC Design for comment and approval.</p> <p>-AJC Design will return all comments to purchasing agent, who will forward all comments back to vendor.</p> <p>-All submittals must be approved in writing prior to production.</p> <p>-Submittals shall adhere to guidelines listed below:</p> <p>-SHOP DRAWING: All drawings to include plans, elevations and sections.</p> <p>Shop drawings to indicate project name, issue date, spec number, drawing scale, overall and detail dimensions, material and finishes (solids and veneers), fabrication methods, all decorative and mechanical hardware, quantity and weight.</p> <p>-Shop drawing to be scaled at no less than: 1'-0" = 1-1/2" with details at no less than 1'-0" = 3". If drawings are drawn in metric, they must be to scale with metric and imperial dimensions.</p> <p>"FLAMMABILITY: Must pass NFPA 260</p> <p>STAIN PROECTION: Nanotex to be applied</p> <p>All fabrics must be treated to meet local, state and national fire codes. Purchasing agent to confirm fabric is suitable for treatment. If fabric requires flame treatment, a small sample must first be treated prior to treating all yardage. Treatments must not alter appearance or hand of fabric. Designer to be notified if fabric cannot be treated successfully or if fabric is altered in any way as a result of treatment.</p> <p>STAIN: All fabric must be inherently soil and stain repellent or be treated for soil and stain repellency unless otherwise noted. Treatments must not alter appearance or hand of the fabric.</p> <p>NOTES:</p> <p>-Where applicable, all materials must be suitable for exterior use with full exposure to the elements. All materials must be lightfast, and resistant to rotting, mildew, and crocking.</p> <p>-Prior to purchasing and cutting, MFR must advise AJC Design if specified fabric / leather/ trim is not recommended for</p>
----------------------	--

**Project Name:** The Thayer Hotel  
**Issue Date:** Apr-08-25

**Area:** 03 Floor / 306 Model Room  
**Product Name:** UNDER ROLLER SHADE  
 FABRICATION  
**Description:** UNDER ROLLER SHADE  
 FABRICATION

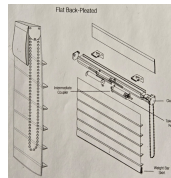
**Instructions:**

- intended use (including, but not limited to, durability, stability, crocking, and lightfastness).
- Prior to purchasing and cutting, MFR must advise if backing is required for intended use.
  - Prior to cutting and shipping of fabrics, MFR must provide a cutting for approval from current stock for written approval from AJC Design.
  - CFA's are approved by AJC Design for design intent, pattern, scale and dye lots match only. MFR is responsible for all stability, durability, and quality of materials.
  - Quantities specified are estimates; actual yardage to be verified and confirmed by Purchasing Agent prior to purchase and fabrication. In the event of a discrepancy, AJC Design must be notified.
  - For slipcovers, fabric must be pre-shrunk. Yardage estimates must be increased to accommodate for shrinkage.
  - Purchasing Agent to confirm whether fringe and decorative trims require fire retardant treatment, or soil and stain treatments.
  - All product must be properly side marked

**Project Name:** The Thayer Hotel  
**Issue Date:** Apr-08-25

**Area:** 03 Floor / 306 Model Room  
**Product Name:** VALANCE FABRICATION  
**Description:** VALANCE FABRICATION

**Supplier:** To Bid  
**Manufacturer:** To Bid  
**Product Type:** VALANCE FABRICATION  
**Style Name:** UPHOLSTERED VALANCE  
**Width:** Field Measure  
**Height:** 5"  
**Fabric Details:** GR-402.01  
**Installation Method:** Inside Mount  
The face of valance to be aligned with the wall



**Notes:**

- TO BE ALIGNED WITH THE WALL, WITH ITS EDGES FLUSH AGAINST THE WALL
- UPHOLSTERED VALANCE

**Required Item(S) For Designer Approval Prior To Fabrication:**

- Shop Dwgs

**Instructions:**

- All dimensions and details must be coordinated with AJC Design prior to production. Drapery to be fabricated as outlined pending site verification of all dimensions by installer.
- Estimated COM by installer. Manufacturer to verify exact yardage required by taking actual job site measurements.
- Fabric patterns shall be matched and joined prior to fabrication. All drapery to be steamed and fan folded to eliminate creases and wrinkles.
- Manufacturer shall fabricate drapery with highest quality suitable for commercial use. All details and dimensions shall be coordinated with AJC Design prior to fabrication
- All hems shall be blind stitched, seams to be overlocked with safety stitch and surged. All hems shall be made with double folds and blind stitched by machine or hand stitching, bottom hems to be 4" and side hems 1-1/2".
- Weighted hems and mitered and weighted edges. All materials shall be new, free of defect and shall comply w/ Local Fire Codes & Standards



<b>Project Name:</b>	The Thayer Hotel	<b>Area:</b>	03 Floor / 306 Model Room
<b>Issue Date:</b>	Apr-08-25	<b>Product Name:</b>	VALANCE FABRICATION
		<b>Description:</b>	VALANCE FABRICATION

**Instructions:**

- All materials and method of production shall be of the finest quality suitable for Contract / Hospitality use.
- All excess fabric shall be wrapped, tagged w/ identifying information (including specification number) and returned to end destination for attic stock.
- Must be properly side marked.
- A warranty period of two years from date of sale applies against faulty workmanship. Warranty excludes normal wear and tear or misuse.
- MFG. to submit 2 sets of finish samples and shop drawing to purchasing agent. Purchasing agent to forward all submittals to AJC Design for comment and approval.
- AJC Design will return all comments to purchasing agent, who will forward all comments back to vendor.
- All submittals must be approved in writing prior to production.
- Submittals shall adhere to guidelines listed below:
- SHOP DRAWING: All drawings to include plans, elevations and sections.
- Shop drawings to indicate project name, issue date, spec number, drawing scale, overall and detail dimensions, material and finishes (solids and veneers), fabrication methods, all decorative and mechanical hardware, quantity and weight.
- Shop drawing to be scaled at no less than: 1'-0" = 1-1/2" with details at no less than 1'-0" = 3". If drawings are drawn in metric, they must be to scale with metric and imperial dimensions.
- "FLAMMABILITY: Must pass NFPA 260
- STAIN PROTECTION: Nanotex to be applied
- All fabrics must be treated to meet local, state and national fire codes. Purchasing agent to confirm fabric is suitable for treatment. If fabric requires flame treatment, a small sample must first be treated prior to treating all yardage. Treatments must not alter appearance or hand of fabric. Designer to be notified if fabric cannot be treated successfully or if fabric is altered in any way as a result of treatment.
- STAIN: All fabric must be inherently soil and stain repellent or be treated for soil and stain repellency unless otherwise noted. Treatments must not alter appearance or hand of the fabric.

**NOTES:**

- Where applicable, all materials must be suitable for exterior use with full exposure to the elements. All materials must be lightfast, and resistant to rotting, mildew, and crocking.
- Prior to purchasing and cutting, MFR must advise AJC Design if specified fabric / leather/ trim is not recommended for intended use (including, but not limited to, durability, stability, crocking, and lightfastness).
- Prior to purchasing and cutting, MFR must advise if backing is required for intended use.
- Prior to cutting and shipping of fabrics, MFR must provide a cutting for approval from current stock for written approval

**Project Name:** The Thayer Hotel

**Area:** 03 Floor / 306 Model Room

**Issue Date:** Apr-08-25

**Product Name:** VALANCE FABRICATION

**Description:** VALANCE FABRICATION

---

**Instructions:**

from AJC Design.

-CFA's are approved by AJC Design for design intent, pattern, scale and dye lots match only. MFR is responsible for all stability, durability, and quality of materials.

-Quantities specified are estimates; actual yardage to be verified and confirmed by Purchasing Agent prior to purchase and fabrication. In the event of a discrepancy, AJC Design must be notified.

-For slipcovers, fabric must be pre-shrunk. Yardage estimates must be increased to accommodate for shrinkage.

-Purchasing Agent to confirm whether fringe and decorative trims require fire retardant treatment, or soil and stain treatments.

-All product must be properly side marked