

## Packing a Shade for Return

Troubleshooting Guide

Shade Packing Instructions:

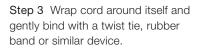


**Step 1** Completely lower shade and carefully roll it up from the bottom.

Note: Rollershades should be in their full upright position, completely rolled around tube.



Step 2 If there is a valance, fold it backwards and wrap it around shade. It shouldn't touch the clutch or cordlock mechanism.





Step 4 Place bubble wrap over clutch mechanism at the top of shade to protect shade and valance.



Step 5 Wrap shade in paper.



Step 6 Use extra cardboard to create braces on two sides of the shade, tape and put into box.



**Step 7** Fill any extra space with packing material and close box.

## DO NOT:

- Wrap cords around shade.
- Package multiple shades in the same box without adequate padding.

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