



# 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 cord-lock mechanism.

**Step 3** Wrap cord around itself and gently bind with a twist tie, rubber band or similar device.



**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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