

## Holiday Letter

If you've ever been installing window treatments the day before Thanksgiving when you have twenty people coming to your house for dinner, or if you don't have any of your holiday presents bought because you've been sewing till midnight all December and have three installs scheduled for the week before Christmas, then this is the year for you to make some changes. Below is a sample holiday cut off letter for you to adapt and send to your clients.

Date

Dear Designer/Client:

It may not seem like it, but the winter holiday season is fast approaching. With family and friends coming to visit, we all want to have our homes looking their best. We at *The Silken Scissor*, want you to enjoy this time and not have to worry about last minute projects.

To best serve you (and your clients) we are setting deadlines for the **Thanksgiving** and December (**Christmas** and **Hanukkah**) holidays.

This year we will be closed the week of **Thanksgiving** from Monday, November 19th through Sunday, November 25th. We will reopen on Monday, November 26th.

In order to complete your projects and install them prior to our closing, our cutoff date will be October 1, 2007. To be considered for the cutoff we need to have received a completed work order as well as all fabric, trim or other items necessary to complete your project, no later than October 1.

Please be aware that jobs are completed in the order in which they are received and we will notify you ahead of time if we will be unable to complete your (or your client's) job in time.

For the December holidays (**Christmas** and **Hanukkah**) we will be closed from Friday, December 21st until Wednesday, January 2nd. All installations must be scheduled no later than Monday, December 18th. The cutoff for any projects to be completed and installed by December is Monday, October 29th. Again the completed work order, fabric, trim and other related items must be in our workroom by October 29th to be considered for completion before **Christmas** and **Hanukkah**. Any projects received after these dates will not be started until the New Year.

We hope our new policies will help make this holiday season a relaxing and stress free one. We look forward to working with you now and in the future.

Sincerely,

Sydney Schwartz Hardiman  
*The Silken Scissor*