

Notes from 13th October

1. R16954 Browne - We are awaiting a stock cutting from Cormar of Primo Plus, colour Snowdrift that should have been in Fridays post but was not. AS SOON as it is in please call Karen Browne on 020-8947-3704 or 07802-828598 (do not leave a message. Keep trying both numbers every 30mins until she answers) and tell her that the sample has arrived and she will come in and collect. She will then hopefully give the go-ahead to order the carpet for fitting that we have reserved for Alan on Thursday 19th October. This carpet MUST MUST be ordered by 2pm Monday at the latest in order to be delivered on Tuesday (our next delivery is Thursday so will be too late). If the sample arrives on Saturday can Colin please ensure that the above is done however if the sample arrives after 12 Cormar would have closed therefore Canice would need to order the carpet 1st thing on Monday **or** if the sample doesn't arrive until Monday can Canice please ensure that the above is done. We need to order a 1.55 x 4.00 and 2.75 x 4.00 to colour match the stock cutting. We also need to arrange for the original carpet to go back to Cormar but John C can deal with this on his return as we just need to put this to bed for now. Can you leave a message for John C to contact me on Tuesday about this.

0208947-3704

2. R17692 Hodgson came in and placed her order and paid in full. Initial entry done and carpet allocated. Can you leave for John C to complete as he needs to do the plan and make clear the instructions regarding turning stairs as a runner. She has also loaned 2x vinyl books that she will return on Saturday morning.

\ Returned Books 14/10/17 - NO SECTIONS AS YET?

3. MR GRAHAM EMAILED (EVERYONE WAS COPIED)

FITTING RES... 13TH NOV. NEEDS TO PLACE ORDER

BY 17TH OCT OR RESERVATION WILL BE REMOVED