

Procedure for Whipping & Binding Reminder

Guys
It has come to my attention that some binding was not sent of in time and while I have spoken to the warehouse about being more diligent it has come to my attention that the revised procedure to control on the computer ALL goods in and out for whipping & binding so nothing is overlooked. Also if the following procedures are followed to the letter then the 3 day warning for goods not in will work as a reminder which will avoid a repeat of what has happened this week.

The example below is for a binding job but the same procedure for whipping must be observed.

The requisitions to add for a binding job are as follows.

1. **A/1P Brussels (Off Shade) - Putty – 30 4m x 4m –** (Materials to be cut for runners).
2. **Split Delivery Carpets - 4.00 –** (If the day the runners are cut is not the same day as the landings are being fitted the balance of the cut can be booked in by warehouse when left behind by fitter and booked out again on day fitter fits landings).
3. **Whipping/Binding Collection N/A –** (This is so the warehouse know BH are collecting that day).
4. **Linen H/bone Tape 120mm T10 T10.17 Black** (So the warehouse know to send the tape)
5. **Tape Sewing (Excluding Tape) - T10.17 Black –** (this is the labour charge for BH sewing the tape on the carpet).

The process – See attachment pages 1, 2 & 3

Page 1 – (Requisition 1)

- Book out the carpet for fitter to cut for runners.
 - **If balance of carpet is not being fitted on this day warehouse will book IN a split delivery carpet so the roll balance is labeled, stored and recorded on computer.**

Page 2 – (Requisitions 3 & 4)

- Book out to BH whipping & binding collection (1 for every collection ie if winders later)
- Book out the tape to BH so this is given to them for sewing on.
 - **When the bound runners are returned by BH the labour (requisition 5) is booked in by the warehouse and a label (or labels if multiple pieces) is printed and attached to the bound runners and their location stored on computer.**

Page 3 – (Requisitions 2 & 5)

- Book out the Split Delivery Carpets so the warehouse knows to find the balance of the carpet for the landings cut up previously.
- Book out the Tape Sewing so the warehouse knows to look for the bound runner.

If the above procedures are followed then at each stage if the materials have not arrived then the goods not received report will correctly show if we are waiting for a delivery up to 3 days in advance.

Page 1 – If the carpet is not delivered in time for cutting then this will show awaiting goods.

Page 2 – If the tape has not arrived in time for collection then this will show awaiting goods.

Page 3 – If the labour or the split delivery is not booked in then this will alert the warehouse & shop as they will show awaiting goods.

Please use the above procedures AT ALL TIMES so movements of binding parts are recorded on the database