

Whipping & Binding

Now we have finalised things with B & H and Sandboy Textiles the tape suppliers I am just clarifying the procedures and data entry for whipping & binding.

Whipping

Enter the lin m of whipping on order selecting requisition from F5

"Whipping Standard Rate BHC001"

If there are winders to be sent separately then 2 requisitions are to be added. 1 equal to the quantity for the straight stairs and another for the winders so they can be booked in and out separately.

Also enter the collection requisition on order selecting requisition from F4

"Whipping/Binding Collection"

If there are winders to be sent separately then enter quantity "2" so you can book out "1" on the day the straight stairs are collected and "1" when the winders are collected.

On the day that they are due to be collected by BH carpets make an entry for the job no under BH carpets for the date they are collecting so a loading list for them to sign can be printed by the warehouse.

Binding

There are 2 parts to binding now.

1st part – Enter the amount of linear m of labour selecting from F5

"Tape Sewing (Excluding Tape)" or if leather or suede "Leather Sewing (Excluding Tape)"

If there are winders to be sent separately then 2 requisitions are to be added. 1 equal to the quantity for the straight stairs and another for the winders so they can be booked in and out separately.

2nd Part – Order the tape from Sandboys and enter on computer selecting from F5

"Linen H/bone Tape 120mm T10" or "Linen H/bone Tape 76mm T10"

You only need to enter the TOTAL quantity of tape required as one requisition, as this will be sent with carpets to BH with a note on binding instructions if winders are to follow.

I have agreed with Ray at Sandboys that if we have several orders dispatched at once we will only incur 1 delivery charge. When ordering tapes **all orders placed before Thursday will be dispatched on Friday for delivery on Monday**. In these circumstances DO NOT enter a delivery charge with your orders. If however the tape is required as urgent then ask for immediate dispatch and also enter per order from F5

"Standard Carriage Next Day" quantity 1

Also enter the collection requisition on order selecting requisition from F4

"Whipping/Binding Collection"

If there are winders to be sent separately then enter quantity "2" so you can book out "1" on the day the straight stairs are collected and "1" when the winders are collected.

On the day that they are due to be collected by BH carpets make an entry for the job no under BH carpets for the date they are collecting selecting **"Whipping/Binding Collection"** so a loading list can be printed by the warehouse for BH to sign. Also book out the tape to BH so this will be collected with the carpets. If there are winders book ALL the tape out with the straight stairs so the balance can be kept by BH until winders are sent.

The cost of sewing & tape is higher than Richard Polleys charges but it is not my intention to increase our retail prices. If you continue to charge customers the tape delivery charge with every order if we do not have to pay a delivery charge every time then it may even out the costs overall.

Any problems ring for clarification.

DG