

Anthony Rickard One To One (02-03-2016)

Duties and Responsibilities:

- **Measuring:** Overall very good. Lots of site notes and good awareness of potential issues.
- **Shop Service:** Good knowledge of carpets and ancillaries. LVT and hard flooring is new to Anthony but has been keen to learn and develop in these areas.
- **Housekeeping:** Very good using the system and has grasped this well. Limited training in paperwork layout and handling.

Issues discussed raised by Rich:

- ✓ • **Attitude:** If you have ANY issues ask the question. You can never ask too many questions but can make too many mistakes.
- ✓ • **Team work:** Run by/ discuss any large orders (2.5K plus) with Rich prior to sending to look at quantities and see if we can improve price with aid of manufacturers contribution. As previously stated all jobs are SHEEN jobs not individual orders.
- ✓ • **Planning:** All plans to show the cuts/ breakdown on the right and plans on the left. Should any carpets require cutting down considerably in order to be more manageable for the fitter is to be shown as a plan and NOT assumed that the fitter will see and cut down before hand.

Issues discussed raised by Anthony:

- A|I INFORMATION SHEET
- PRINT UP PARKING ZONES TO AVOID CPZ .

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Any other comments/ Actions agreed:

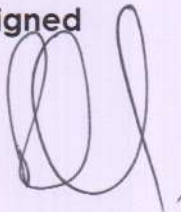
• PRICE LIST FOR FREE STANDING TAMBOLAS

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Date of next one to one: TBC (IS TRAIL PERIOD UP?)

Signed



RICHARD COUGH

Signed



ANTHONY RICKARD