

Customer Name: \_\_\_\_\_

Job No. \_\_\_\_\_

**JM**

**PG**

**MDS/JB**

**Order Carpet / Vinyl**

**Email Order Confirmation**

**Order bespoke ancillaries**

**Allocate Stock Carpet**

**Estimate Upgrades adjusted**

**Enter Requisitions**

**Scan & upload plans**

**Binding/Whipping Form**

**IMPORTANT: RUNNER INFO FORM SENT TO CUST**

Emailed Kasia  Scheduled Templating  Scheduled Collection  Scheduled Fitting

**Convert fitting**

**Allocate deliveries**

V4

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