

Alan Gents's fitting bookings

Further to the meetings I have had with Alan and Richard re Alan's diary booking we have agreed the following points so Alan can maximize his days without being over booked.

Alan has agreed he will give priority to Mr Carpet and wants to work for Mr Carpet preferably but if he is finishing early he has the opportunity to fit carpets elsewhere.

To ensure this works smoothly we have agreed the following points.

1. Alan will call into Sheen branch to go through the diary for the next 5-7 days with Richard and look at the cutting plans for work booked at this time.
2. Alan will tell Richard how many slots he wants booked for each job having seen the cutting plans and if we have more slots booked than he considers he needs we will reduce the amount of slots booked to free Alan to be available for more work.
3. Mr Carpet will look to book additional work in for the available slots to increase Alan's work.
4. Mr Carpet will have FIRST REFUSAL on these available slots based on the schedule below.

Booking Schedule where Mr Carpet will book any available slots for Alan without referring to him.

Monday – Free to book until 6pm Thursday

Tuesday – Free to book until 6pm Friday

Wednesday – Free to book until 6pm Monday

Thursday – Free to book until 6pm Tuesday

Friday – Free to book until 6pm Wednesday

If Mr Carpet has a job to book for Wednesday after 6pm Monday they will not book spare slots without talking to Alan to check if he has arranged other work.

When Alan comes to work in the morning if he checks for available spaces in the fitting diary he can book work WITHOUT telling Sheen first as per the schedule below.

Monday 7am – Any free slots on Tuesday

Tuesday 7am – Any free slots on Wednesday

Wednesday 7am – Any free slots on Thursday

Thursday 7am – Any free slots on Friday

Friday 7am – Any free slots on Monday

However Alan you must take into account the following points.

1. Fittings do change and some of the bookings may change AFTER you have been through the diary with Richard.
2. If you do book yourself work for the available spaces then as soon as your work is confirmed you MUST ring or send a text to Sheen to mark you absent.

I have asked Richard to put time into this to fine tune your fitting diary. This will give Richard additional work so to save Richard time in chasing balances he has requested you text or ring him at the end of the day to confirm all work is completed and advise him of any issues. Therefore us doing this is conditional on you communicating with the branch on a daily basis to confirm works are completed.