

Memo

22/03/2012

Summary of Managers Meeting March 2012

As there were a lot of topics discussed at Tuesday's meeting I have summarised the meeting decisions below. Please discuss with Nigel, John & Colin if you require more information regarding bespoke roll breakdowns as they were party to the discussions. If you have any other queries please contact me for clarification.

Bespoke Roll Breakdowns.

It was obvious from the discussion that there is some confusion about how roll breakdowns and order of cuts are to be handled. **The following information IS THE RULE ON THE SUBJECT and should be put into immediate effect.**

1. A separate sheet with a roll breakdown should be sent for EVERY job where the carpet ordered is to be cut to 2 or more pieces by the warehouse in preparation of the fitter collecting.
2. The cut that should be CUT LAST must be marked clearly on the separate list.
3. In the absence of any other instructions the warehouse will be told to cut the largest cuts FIRST (unless this is marked cut last) and leave the smaller cuts to last.
4. When ordering a roll say 30m x 5m the requisition should be entered as it will be delivered (30m x 5m) but when booking out all the separate cuts should be picked so (3/4/5 sizes) will appear on the fitters worksheet and warehouse prep list.
5. If the roll size is 30m but the cuts only add up to 28.60 DO NOT PICK THE .40 balance AND DO NOT ADD IT TO ANY OF THE CUTS. Leave it as awaiting instructions at this stage.
6. When the job is complete and you are left with a .40 not booked out you will need to book it out to pick for invoicing. I will add a fitter to the system called "ADMIN" and when the diary is rebuilt we will create appointments for the "admin fitter" on SUNDAYS ONLY. This way the odds & sods can be booked out to clean them up without appearing on any of the warehouse prep lists adding confusion to the warehouse REAL preparation lists.

John will print the Admin loading lists on a Monday morning to clear down the loose ends but the warehouse will not print a prep list for Sunday so they will not be looking for non existent materials in the warehouse. **DO NOT PICK THE ADMIN OPTION ON ANY OTHER DAY THAN SUNDAY AS THIS WILL CAUSE CONFUSION.** If the warehouse sees "scrap" items on a normal list they will not know what to ignore and what not to ignore.

Karndean Exhibition at Olympia Wednesday 16th – Thursday 19th May

We discussed the exhibition at Olympia

That we are partnering a stand with Karndean and I proposed the following schedule for manning the stand. It is my intention to be there all days.

Wednesday 16th May – Nigel & Richard

Thursday 17th May – Mike & John Mac

Friday 18th May – Jack & John Cresswell

Saturday 19th May – Andy & Colin

Please can you advise me ASAP if this is going to be a problem? I have looked and it should not conflict with holiday and days off. I know it will make things a little tight and if anybody is prepared to work their days off that week either for a day off or payment in lieu I would be very grateful.

To prepare for the exhibition we need to get as many of you to Evesham in advance for product training and I have also looked at a schedule where we can get you there in April.

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I need to arrange this as soon as possible so can you get back to me ASAP with any problems so I can sort this by Friday.

I will arrange for us to leave London on the Monday evening as soon as we can get away after closing, Have a meal and overnight stay in a hotel nearby to Karndean. The course starts at 9.30 am and finishes about 3.30pm. We then have about a 2 hr drive back to London.

Suggested Course dates at Karndean showroom at Evesham.

Tuesday 3rd April - Richard & Jack - Leave London Monday 2nd 5pm

Tuesday 10th April - Colin & Andy - Leave London Monday 9th 5pm

Tuesday 17th April - John Cresswell & John Mac - Leave London Monday 16th 5pm

Tuesday 24th April - Nigel & Mike - Leave London Monday 23rd 5pm

If Paul Southam is willing to work an extra day the weeks of the training and the week of the exhibition. Colin If you let me know what day in the week would be best I will talk to him.

Window Displays

I demonstrated a slide show presentation for stock promotions, Karndean, rugs & stair runners. I proposed and it was agreed that we will install a 32-40" screen in all the shop windows, suspended from the ceiling that can run a slideshow presentation 24hrs a day. The slideshow will run off a pc that I can remote into and update the promotions as new stock arrives and ranges sell out. I think this was seen as a great medium and while more expensive than posters it will be eye catching to have moving images in the windows to attract passing trade.

Postcard Promotions.

I will progress the printing of postcards for promoting the new rug collections (including the additional rug collection that will be added to the stands for all branches) Karndean ranges and a selection of stair runners on three separate postcards.

Stock Twists & Velvets

I had a selection of samples of twist that I am proposing to get manufactured in 4 colours in a 30oz 7 40oz with a retail price of £16.00m2 for the 30oz & £18.50 m2 for the 40oz. I am interested to hear what you thought of the colours now you have had time to consider them but I am keen to progress this further as soon as possible.

The velvet I had a selection of 6 shades that I am still working on and awaiting for a quality sample. I will advise you when I have more information but I believe the colours were all good colours.