

## MEMO – Bespoke Rugs & Artisan Boards – July 19

Guys – Please read and digest

I am supplying you these boards as soon as I am able to make them but I wanted to outline the concept of these boards to ensure everybody is aware of how I intended them to work.

### Bespoke Rugs

The boards are based on manufacturers that offer a bespoke rug service where we can order a bespoke size rug with an option of tape finishes at a M2 price.

### Artisan boards

The Artisan boards are ranges where the full ticket price is £40 and over.

**AS THE SAMPLES ON THE WALL ARE DUPLICATED IN THE SAMPLE BOOKS, SWATCHES OR LIBRARY BOXES THERE IS NO REASON TO REMOVE THE BLACK BOARDS FROM THE WALL. REMOVING THEM FREQUENTLY MAY DAMAGE THEM AND THE BOARDS ARE £15 EACH WIOTHOUT THE SAMPLES**

### Bespoke rugs & Artisan boards explained

The sample on the board will have a label on the bottom corner. The label will state the range name, the colour displayed on the board and a code stating where the full range of colours available are stored for viewing. PLEASE NOTE THE SAMPLE ON THE BOARD IS DUPLICATED IN THE FULL RANGE OF COLOURS.

### Sample label explained

The label is as follows

Range

Colour

Location of samples

### Sample location codes

B21- This depicts the Alternative flooring books “B” 21 is the number of the book

TT01 – This depicts the range is on the tombolas and 01 is the tombola number.

Swatch – This depicts the range has been issued in a swatch.

AW01 – This is the code I am using for samples that are loose A4 samples that are stored in a magazine library box. AW = All Wool and 01 is the numeric number in the box. The samples in the box will have a new style A5 label and every sample will have the box reference ie AW01 on every individual sample so if samples are spread out on a desk then it makes it easy to put them all away in the correct box.

### Magazine boxes explained

Again the colour on the display board IS duplicated in the magazine box.

AW = All Wool

AS = All synthetic

WM = Wall mix

**UNDER NO CIRCUMSTANCES SHOULD THE SAMPLES IN THE MAGAZINE BOXES LEAVE THE SHOWROOM NOT EVEN WHEN ESTIMATING. THE SAMPLES STATE ON THEM THEY ARE FOR SHOWROOM USE ONLY AND NOT TO LEAVE THE SHOWROOM.**