

Handover of Business

As of 1st May

Mr Carpet (London) Ltd is responsible for trading from Sheen, Putney & Fulham branches.

Designer Carpets Ltd T/A Mr Carpet is responsible for trading from Raynes

What you need to remember is the following

Sales

- All customers orders placed on or before 30th April are Mr Carpet Ltd orders
- All customers orders placed AFTER 30th April are Mr Carpet (London) Ltd if Sheen, Putney or Fulham orders and Designer Carpets Ltd T/A Mr Carpet if a Raynes Park order.

Suppliers Orders

- Any bespoke goods for orders placed PRIOR to 30th April will be ordered from the suppliers on Mr Carpets accounts even if ordered is placed with the supplier in MAY.
- ALL bespoke goods ordered for customers orders AFTER 30th April to be ordered on the new accounts set up for the new companies. See Jack for further information.

Payments

- All deposits for orders placed after 30th April are to be processed as follows.
 - If PDQ use new machines as supplied in branch NOT EXISTING PDQ MACHINES. All bank transfers to new bank details for new companies.
 - Mr Carpet (London) Ltd Bank Details
 - \$ Bank - Metro Bank
 - \$ Sort Code - 23 05 80
 - \$ Account Name - MR CARPET (LONDON) LTD
 - \$ Account Number - 44173123
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- Balances look at attached lists. The lists are sorted numerically by branch and if the order number appears on these lists the balance payment belongs to Mr Carpet Ltd.
 - If PDQ use original PDQ machines for these payments. If bank transfers then the Mr Carpet Ltd bank details are to be used.
 - **Bank: NatWest PLC Sort Code: 60-21-10 Account Name: Mr Carpet Ltd Account Nr: 51001837**
- If not on the attached lists then check the order was placed after 30th April 2022 and these balances are Mr Carpet (London) Ltd's

Please be diligent when handling these orders & payments etc during the handover period as this will be hard to unravel. If you are not sure please check with Jack or me if jack is not available BEFORE carrying out any tasks

DG

Job No	Customer	Delivery Address	Order Date	Invoice Total	Balance
R18731	Steen	9 Circle Gardens	14/01/2022	£658.30	£329.15
R18739	Wingate	2 Currie Hill Close	25/02/2022	£8,150.00	£0.00
R18746	Chase	20 Montana Road	09/03/2022	£916.40	£0.00
R18747	Parker	8 Goodenough Rd	27/04/2022	£2,131.40	£1,065.70
R18748	Brinker	25 St Johns Avenue	11/03/2022	£4,637.00	£0.00
R18773	Root	27 Beverley Avenue	13/04/2022	£2,756.00	£0.00
R18775	Ross	131 Pepys Road	06/04/2022	£1,697.00	£933.50
R18788	Kramer	27 Darlaston Road	23/04/2022	£1,458.26	£728.26
R18790	Thompson		12/04/2022	£1,251.60	£1,251.60
R18791	Sergeant	Flat 3 Richmond Court	29/04/2022	£808.75	£400.00
R18793	Windsor Homes Ltd	Plot 2, 48 Portmore Park Road	20/04/2022	£5,034.00	£5,034.00
R18795	Windsor Homes Ltd	Plot 1, 48 Portmore Park Road	29/04/2022	£4,406.40	£4,406.40