

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITY

MEMORANDUM



FROM: Mr P J Boyer
Divisional Supplies and Services
Manager
Robinson Way

TO: All Unit General Managers

Your Ref.
My Ref. PJB/RG/SBT

31st May 1989

INCOME GENERATION CURTAIN MAKE-UP SERVICE

I am pleased to inform you that procedures have now been agreed for the provision of a curtain making service as part of income generation within the Upholsterers Department, St Mary's East Wing.

Users of the service will be required to provide the material, heading tape and lining if required, and the charges will be based on £2.00 per length. This apparently is the normal custom within the trade and would mean that one pair of single width curtains (unlined) would cost £4.00 to be made-up, i.e. two lengths. If they were required to be lined, the cost would then be £8.00, i.e. four lengths. If extra width curtains were required, then these can be made and the charge will still be based on £2.00 per length. All monies would be required to be paid in advance directly to the Upholsterers Department and curtains would be made as quickly as possible.

I shall be glad if through your routine newsletters, etc., you would give this maximum publicity and of course members of the Upholsterers Department would be pleased to advise on any aspects of this service.

Code A

c.c. Mr David Renouf
Mr Brian Bayford

*Copies to UPO
x 3*

Code A
B/b.

RECEIVED
MAY 31 1989
PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITY