

TO: DEPARTMENT MANAGERS  
& BUYERS (SLOUGH)

FROM: MR. P. D. CURRY

Copies: Messrs. DC, TW, AFA Suter, JRM Suter,  
PS Bradford, AT Wells,  
CS Reed, Mrs.C.Lyte

SUMMER SALE - 1978

\*\*\*\*\*

1. THE SALE commences at 9.0 a.m. on Thursday, 6th July 1978.  
It is essential that all full-time staff are in their departments by 9.0 a.m. on this first day, and that merchandise is in an attractive, saleable condition.
2. SALE ADVERTISEMENTS Will appear in the local newspapers the week before the starting date.
3. SALE TICKET ORDERS must be sent to the Ticket Office by THURSDAY, 15th June, After this date Mrs. Lyte cannot guarantee production in time for the Sale's commencement.

Sale tickets will be produced in sizes 12" x 19, 10" x 14" and 11" x 7". Please use your Ticket Requisition Book for these orders, clearly marking the top of each order SALE, and clearly marking which of the above mentioned sizes you require.

Please DO NOT order more tickets than are absolutely necessary. No department should require more than two tickets for any line, and this includes tickets required for window and department use.

4. TRADE DESCRIPTIONS ACT AND  
FIBRE CONTENT REGULATIONS

If you have any queries about either of the above, please contact me.

31st May, 1978.

*P. D. Curry*  
P. D. Curry,  
Display Manager.

PP J.R.M.S

TO: DEPARTMENT MANAGERS &  
BUYERS (SLOUGH)

FROM: MR. J.R.M. SUTER

Copies: Messrs. DC, TW, AFA Suter,  
PS Bradford, AT Wells,  
CS Reed, PD Curry,  
Mrs. C. Lyte.

WINTER SALE : JANUARY 1978  
=====

1. THE SALE commences at 9.0 a.m. on Thursday, 5th January 1978.  
It is essential that all full-time staff are in their departments by 9.0 a.m. on this first day, and that merchandise is in an attractive, saleable condition.
2. SALE ADVERTISEMENTS will appear in the local newspapers the week before the starting date.
3. SALE TICKET ORDERS must be sent to the Ticket Office by MONDAY, 19TH DECEMBER. After this date Mrs. Lyte cannot guarantee production in time for the Sale's commencement.  
Sale tickets will be produced in sizes 12" x 19", 10" x 14" and 11" x 7". Please use your Ticket Requisition Book for these orders, clearly marking the top of each order SALE, and clearly marking which of the above mentioned sizes you require.  
Please DO NOT order more tickets than are absolutely necessary. No department should require more than 2 tickets for any line, and this includes tickets required for window and department use.
4. TRADE DESCRIPTIONS ACT AND  
FIBRE CONTENT REGULATIONS  
If you have any queries about either of the above, please contact me.

18th November, 1977.

J.R.M. Suter

J.R.M. Suter,  
Store Sales Director.

CLEAR ALL  
BROKEN  
RANGES  
BEFORE L  
July 19



TO: DEPARTMENT MANAGERS & BUYERS  
(SL. & UX.)

FROM: STORE SALES DIRECTOR

Copies: Messrs. DC, TW, AFA Suter,  
PS Bradford, AT Wells, CS Reed,  
LG Burnell, PD Curry,  
Mrs.C.Lyte, Miss B.Starzewski.

CLEAR ALL  
BROKEN RAN  
BEFORE J6  
JULY 1975

WINTER SALE : JANUARY 1977

1. THE SALE commences at 9.0 a.m. on Thursday, 6th January 1977.

It is essential that all full-time staff are in their departments by 9.0 a.m. on this first day, and that merchandise is in an attractive, saleable condition.

2. SALE ADVERTISEMENTS will appear in the local newspapers the week before the starting date. This means that details of lines you wish to be advertised must be included on the attached list and returned to the Slough Sales Director by FRIDAY, 17TH DECEMBER, at the latest.

Merchandise selected for advertising must be highly COMPETITIVE. Therefore, lines to be advertised must be your best bargains.

3. SALE TICKET orders must be sent to the Slough Ticket Office by MONDAY, 13TH DECEMBER. After this date Mrs. Lyte cannot guarantee production in time for the Sale's commencement.

Sale tickets will be produced in sizes 12" x 19", 10" x 14" and 11" x 7". Please use your Ticket Requisition Book for these orders, clearly marking the top of each order SALE, and clearly marking which of the above mentioned sizes you require.

Please do NOT order more tickets than are absolutely necessary. No department should require more than 2 tickets for any line, and this includes tickets required for window and department use.

4. TRADES DESCRIPTIONS ACT AND FIBRE CONTENT REGULATIONS - If you have any queries about either of the above please contact the Slough or Uxbridge Sales Directors, or Messrs. Reed, Wells or Burnell.

*Km Suter*

30th November, 1976.

STORE SALES DIRECTOR.



MEMO

TO: BUYERS & DEPARTMENT MANAGERS  
(SL. & UX.)

FROM: STORE SALES DIRECTOR

Copies: Messrs. DC, TW, AFA. Suter,  
PS Bradford, CS Reed, LG Burnell,  
AT Wells, PD Curry,  
Mrs.C.Lyte, Miss Starzewski.

-----

Clear All  
BROKEN RANGES  
BEFORE H16  
JANUARY 1975

SUMMER SALE : JULY 1976

-----

1. THE SALE will commence at 9 a.m. on Thursday, 1st July, and will continue through to Saturday, 10th July.

It is essential that all staff are prompt in their departments at opening time on this first day, and that merchandise is in a saleable, attractive condition. Record Sales are VITAL in every department, most of all in YOURS!

You will notice that the July Sale period is of shorter duration this year. We will, however, follow up this event with a Holiday Specials promotion in the last two weeks of July and a Summer Clearance Event for the last three days of August. So plan NOW for these promotions.

2. SALE ADVERTISEMENTS will appear in the local newspapers on Thursday 24th and Friday 25th June. This means that details of merchandise to be advertised must be included on the attached form and returned by Friday 11th June latest.

Suters' merchandise must be competitive, and seen to be so. Therefore, the lines to be advertised must be your Best Bargains.

50p off a normal price of £8.95 does not represent a bargain to the customer. Therefore, every line advertised must be a guaranteed BEST SELLER: a real Bargain from Suters.

3. SALE TICKET orders should be received at the Slough Ticket Office from 1st June to Monday, 14th June. After the final date Mrs. Lyte cannot guarantee production in time for the Sale's commencement.

Sale tickets will be produced in sizes 12" x 19", 10" x 14" and 11" x 7". Use the standard Ticket Requisition Book for these orders, marking the top of each order SALE, and clearly marking which of the above sizes you require by erasing the printed sizes (where necessary) on the printed order form.

Please do NOT order more tickets than are absolutely necessary. No department should require more than 2 tickets for each line per store, and this includes tickets for the windows as well as department use.



4. TRADE DESCRIPTIONS ACT 1968. If you have any queries regarding the above Act, please contact the Slough or Uxbridge Sales Directors, or Messrs. Reed, Burnell or Wells.
5. FIBRE CONTENT REGULATIONS 1973. Please ensure that all merchandise complies with these regulations. Merchandise that does not have the percentage of fabrics shown must have the words "Unspecified Composition" affixed.

*JRM Suter*

STORE SALES DIRECTOR.

26th May, 1976.



MEMO

TO:- Messrs. T.W., M.N.A. SUTER, C.S.Reed,  
A.T.Wells, L.G.Burnell, P.D.Curry,  
B.L.Walters.  
All Buyers, Dept. Managers (Sl.& Ux.)  
Copies: Messrs. D.C., A.F.A. Suter,  
Mrs. C. Lyte.

FROM:- MR.J.R.M.SUTER

CLEAR  
All Below  
RANGES  
Before  
July 19

WINTER SALE : 1976

1. The Winter Sale will begin on Thursday, 8th January, at 9.0 a.m.
2. ADVERTISEMENTS to publicise the Sale will appear in the main Slough and Uxbridge newspapers one week prior to the promotion.
3. SALE TICKETS should arrive at the SLOUGH Ticket Office NOT LATER than Monday, 15th December. After this date Mrs. Lyte cannot guarantee delivery in time for the Sale commencement. It is, however, appreciated that certain merchandise will not be marked down for the Sale until well into December or the beginning of January. Buyers must make the effort to give the Ticket Writer information at the earliest possible date.

The normal Ticket Order Forms should be used, unless more than usual description is required.

The standard ticket sizes that will be available are:-

11" x 7"; 14" x 10"; and 19" x 12" (for dept. use only)

4. TRADE DESCRIPTIONS ACT - Buyers should now be acquainted with the above mentioned Act, in particular that part which deals with comparative prices. If there are any queries please contact Mr. Wells at Slough, Mr. Burnell at Uxbridge, or me.
5. TEXTILE PRODUCTS (Indications of Fibre Content) REGULATIONS 1973  
The above regulations become enforceable on and after 12th January 1976. In essence this means that merchandise which does not show in English an indication of the names of the fibres that form its constituent parts, must be sold separately from other merchandise from this date under the heading "Of Unspecified Fibre Content".

Merchandise that does not comply with the new regulations, therefore, should be sold before 12th January - either before the Sale or during the first three days.

All Buyers and Department Managers were issued with two memoranda concerning the Fibre Content Regulations, the first dated 20th January 1975 and the second dated 4th February 1975. Anyone who has mislaid his/her copy(ies) should contact me immediately in order that Mrs. Dovey may issue duplicates.

It is absolutely VITAL that these regulations are understood by ALL concerned in the buying and selling functions.

J.R.M. Suter



TO: ALL BUYERS  
& DEPT. MANAGERS.

FROM: MR.J.R.M.SUTER

Copies to:- Messrs. D.C., T.W., A.F.A.,  
M.N.A., R.G.M.Suter, C.S.Reed,  
A.T.Wells, L.G.Burnell,  
Mrs. Wilcox, Mrs. Lyte.

Clear All  
Before E6  
July '73

WINTER SALE : JANUARY 1975  
-----

1. DATE OF COMMENCEMENT : THURSDAY, 9TH JANUARY.
2. ADVERTISING : Ads. will appear in the local press,  
Thursday 2nd and Friday 3rd January.
3. SALE TICKETS :
  - (i) Your ticket orders are required in the Ticket Office (at Slough) not later than Monday 30th December 1974.  
We cannot guarantee that ticket orders arriving at the Ticket Office after this date will be produced in time for the first day of the Sale.
  - (ii) Please use the Ticket Form, which is attached to this notice.
  - (iii) Price Lining must be used for all Sale tickets.
  - (iv) Please do not order more tickets than are absolutely necessary. No department should require more than two tickets for each line per store, and in the majority of cases one should suffice.
  - (v) Sale tickets can be accepted immediately.
4. TRADE DESCRIPTIONS ACT
  - (i) It is vital that you do not make untrue statements on your tickets (or verbally). If you are in doubt about the wording of your tickets, please contact Mr. Burnell (at Uxbridge) or me.
  - (ii) You can only put a cross through an old or previous price in comparison with a Sale price if the goods in question have been on sale to the public for a continuous period of not less than 28 days within the previous 6 months.
  - (iii) For this Sale we will not be using dual coloured price tickets, i.e. Black lettering for previous price and Red lettering for SALE price. Instead, RED will be used for both prices initially.

However, for FINAL MARKDOWNS GREEN will be used. It will be used in this way:-

" Yardley Powder ~~£1.30~~ - In RED

~~99p~~ - In RED with  
Cross in GREEN

72p " - In GREEN

In addition, a card must be placed near to the merchandise, to explain to the public that "Merchandise marked in Green represents a further price markdown since the Sale started".



NOTICE

TO: BUYERS, HEADS OF DEPTS. FROM: MR.J.R.M.SUTER

Copies: Messrs. DC, TW, AFA,  
MNA, RGM Suter, PSBradford,  
CSReed, ATWells, PDCurry,  
Mrs.C.Lyte, Mrs.P.Taylor, Mrs.D.Butts

SUMMER SALE : 1972  
-----

1. The Sale will begin at 9.0 a.m. Thursday, 6th July, and will finish at 6.0p.m. Saturday, 15th July.
2. "Top of the Q" lines must be submitted to Mr. Wells (for Slough) and/or Mr. Robert (for Uxbridge) before Saturday, 1st July.
3. Because the period of the Sale is shorter than in the past Buyers must organise their price reductions/clearance lines NOW, rather than during the 1st or 2nd weeks of the Sale.
4. For the final two days of the Sale certain merchandise will be marked with a green cross.  
Notices in the windows and in departments will explain, as follows:  
"Goods marked with a Green Cross X  
are on sale at  $\frac{1}{2}$  the lowest marked price"

*JRM Suter*

J.R.M.Suter,  
Sales Promotion Director.

15th June, 1972.