

# INSTRUCTIONS FOR IMPUTING INFORMATION ON UPHOLSTERY MATERIALS SHEET

## Upholstery Short Course Materials Payment (Please amount)



Amount (£)

Description  
Pay for Upholstery materials here

### Detailed Description

This payment is for Material Costs associated with the course. Before making payment, please complete the form. Please ensure you leave sufficient time for us to process and order.

**Please be aware that payments for materials are non-refundable. Please check the details before purchase.**

You will find the Eshop for payment of upholstery materials at:- [http://eshop.londonmet.ac.uk/browse/extra\\_info.asp?modid=1&prodid=836&deptid=25&compid=1&prodvarid=0&catid=205](http://eshop.londonmet.ac.uk/browse/extra_info.asp?modid=1&prodid=836&deptid=25&compid=1&prodvarid=0&catid=205)  
To access the cost sheet click on "Read more" then click on costing sheet. This will bring up an excel sheet for you to record your materials used and automatically calculate the cost.

1

A	B	C	D	G	H
<b>UPHOLSTERY MATERIAL COSTING SHEET</b>					
NAME:	A N Other				
COURSE:	Upholstry Adv			PR	
Student ID No:	987654321			DESCRIP	
<b>INSTRUCTIONS</b>					
1. FILL IN RED COLUMNS ONLY					
2. GET APPROVAL & SIGNATURE FROM STAFF BEFORE PAYING					
3. PAY FOR THE MATERIALS ON e-SHOP <a href="http://eshop.londonmet.ac.uk">http://eshop.londonmet.ac.uk</a>					
4. PRINT eSHOP RECEIPT & PRINT TWO COPIES OF THIS SHEET					
5. SUBMIT 1 COPY OF THIS SHEET AND THE COPY OF THE e-SHOP RECEIPT TO THE COURSE COORDINATOR					

## Student Information

Insert your name, course name/level, student number and description of your project

2

By Length or Weight e.g. Webbing, Fibre or No. Springs		IA	OA	IW	OW
Material	Quantity	Length or Weight	Length or Weight	Length or Weight	Length or Weight
Julie Webbing per metre 50mm					
Black& white webbing 50mm					
Elastic Webbing (Back) 50mm					
Elastic Webbing (Seat) 50mm					
Rubber Webbing (Back) 50mm					
Web slot plates (each)					
Plates & shades (per set)					
"A" Clips (per pair)					

## SECTION 1

### Listing materials by Length, weight or Quantity

Click on the material box and select the type of material that has been used

3

By Length or Weight e.g. Webbing, Fibre or No. Springs		IA	OA	IW	OW
Material	Quantity	Length or Weight	Length or Weight	Length or Weight	Length or Weight
Black& white webbing 50mm		5	3	1	
D/C springs 6" x 9swg (each)					
D/C springs 4" x 12/14swg (each)		8			

Insert length, weight or number of items used in the appropriate column and cost will be automatically calculated.

**Note:-** in this section measurements less than a metre should be inserted with a decimal point, i.e. **50cm** should be written as **.50**

4

By Area (sq metre) e.g. Hessian Linings foam		IA		OA	
Material	Quantity	Length (cm)	Width (cm)	Length (cm)	Width (cm)
Hessian 10oz per sq metre	2				

## SECTION 2

### Listing materials by area(sq. metre)

**Note:-** this section is for pairs of items only

Click on the material box and select the type of material that has been used and then insert number of items used.

5

By Area (sq metre) e.g. Hessian Linings foam		IA		OA	
Material	Quantity	Length (cm)	Width (cm)	Length (cm)	Width (cm)
Hessian 10oz per sq metre	2	60	53	60	53
Scrim Linen per sq metre	2	75	90		
Cotton Felt per sq metre	2	65	60		

Insert length and width used in the appropriate column and cost will be automatically calculated.

6

By Area (sq metre) e.g. Hessian Linings foam		IB		OB	
Material	Quantity	Length (cm)	Width (cm)	Length (cm)	Width (cm)
Rubbed hair per sq metre	1	90	67		
Skin wadding per sq metre	1	95	70	90	55
Black Bottoming per sq metre		65	65		

## SECTION 3

### Listing materials by area(sq. metre)

**Note:-** this section is for single items only

Click on the material box and select the type of material that has been used and then insert number of items used.

