

# Gutter Cleaning Templates



**YOUR NAME**  
Gutter Cleaning Service



Gutter cleaning, gutter repair and gutter replacement services for your house, school, shop, businesses, offices, industrial unit, hotel, hospital, apartment and much much more.  
From a small private house to a large multinational company we will ensure very competitive pricing and the very highest gutter cleaning and repair standards, guaranteeing a perfect result on gutters, gully and down pipe emptying and repair.



- ✓ Professional company formed in 1989
- ✓ Over 1500 regular customers
- ✓ Gutter Cleaning
- ✓ Fascia & Soffit Cleaning
- ✓ Conservatory Roof Cleaning
- ✓ Guttering Repairs
- ✓ Gutter Replacement
- ✓ Water Butts Supplied & Fitted
- ✓ Rainwater divertors

We can clear your gutters as a one off, or on a regular basis to ensure your gutters are flowing free all year round. We also repair or replace guttering including insurance work

**TEL:0000000000000000**  
**WWW.YOUR-NAME.CO.UK**

**KLG  
DESIGN**



**These Cd's are not compatible with Macs**

**Want to start a business or are you running a business worried about the price of business cards, leaflet design fees! Worry no more KLG Design can help. We can supply you with everything you need all on one CD**

**And it's easy to use**

- We sent the CD
- You put the cd in you computer
  - Install Open Office
- Save the Template's to your computer
  - Customise them with your details

**And there you have it Print out your template's**

**ok let's have a look at all the template you will get**

# A5 Templates Business cards

Print Two on A4 Paper

Print Ten on A4 Paper



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all company formed in 1989 regular customers including Roof Cleaning Repairs Conservatory Roof Cleaning Supplied & Fitted divertors

the repair and gutter replacement plus school, shop, businesses, mk, hotel, hospital, apartment and is house to a large multinational name very competitive pricing and the cleaning and repair being a better result on gutters, a enjoying with the job

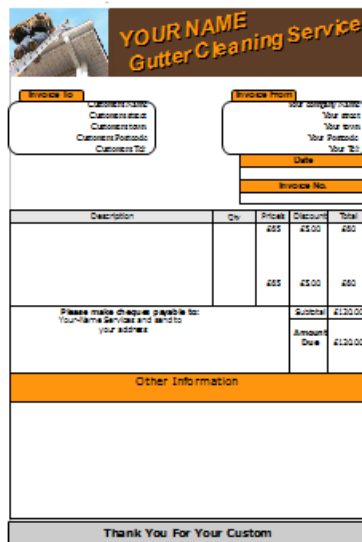


**YOUR NAME**  
Gutter Cleaning Service

Address Line 1  
Address Line 2  
Address Line 3

**TEL: 0000 00000 000000**  
WWW.YOUR-NAME.CO.UK

# Invoice Invoice Reminder Quote



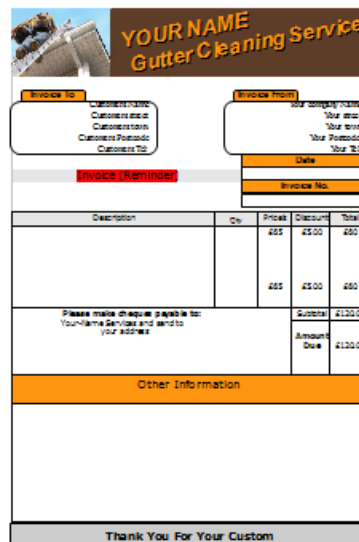
**YOUR NAME**  
Gutter Cleaning Service

**INVOICE TO:** Customer Name, Customer street, Customer town, Customer Postcode, Customer Tel

**INVOICE FROM:** Your company name, Your street, Your town, Your Postcode, Your Tel

Date: \_\_\_\_\_  
Invoice No: \_\_\_\_\_

Description	Qty	Price	Discount	Total
		255	25.00	280
		255	25.00	280
Please make cheque payable to: YourName Services and send to your address				Subtotal: £120.00 Amount Due: £120.00
Other Information				
Thank You For Your Custom				



**YOUR NAME**  
Gutter Cleaning Service

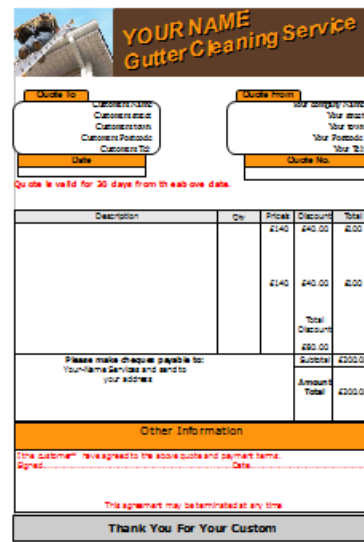
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Thank You For Your Custom				



**YOUR NAME**  
Gutter Cleaning Service

**QUOTE TO:** Customer Name, Customer street, Customer town, Customer Postcode, Customer Tel


**QUOTE FROM:** Your company name, Your street, Your town, Your Postcode, Your Tel

Date: \_\_\_\_\_  
Quote No: \_\_\_\_\_

*Quote is valid for 30 days from this issue date.*

Description	Qty	Price	Discount	Total
		2140	240.00	2400
		2140	240.00	2400
Please make cheque payable to: YourName Services and send to your address				Subtotal: £2000.00 Amount Total: £2000.00
Other Information				
The Customer will agree to the above quote and payment terms. Signed: _____ Date: _____				
This agreement may be terminated at any time.				
Thank You For Your Custom				


# Work Order



**YOUR NAME**  
Gutter Cleaning Service

Location of work to be carried out at:		<b>Work Order</b>	
		Order Date:	
		Tel. No.:	
		Location:	
		Start/Finish:	
JOB DESCRIPTION:	MATERIALS REQUIRED:		
LABOUR TIME REQUIRED:	TOTAL: £		
DESCRIPTION			


# Letter Heading



**YOUR NAME**  
Gutter Cleaning Service

Your company Name  
Your street  
Your town  
Your postcode  
Your Tel

# Weekly Diary



**YOUR NAME**  
Gutter Cleaning Service

Monday	Date
08:00 AM	
09:00 AM	
10:00 AM	
11:00 AM	
12:00 PM	
01:00 PM	
02:00 PM	
03:00 PM	
04:00 PM	
05:00 PM	
06:00 PM	

# Calendar



**YOUR NAME**  
Gutter Cleaning Service

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Gutter Cleaning Service

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Gutter Cleaning Service

Jan 17	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 11	17	18	19	20	21	22	23
Week 12	24	25	26	27	28	29	30
Week 13	31						
Week 14							
Week 15							



AND

# MUCH MORE

YOUR NAME Gutter Cleaning Service

Receipt for  
Amount:  
Date  
Cash  
Check  
Notes

YOUR NAME Gutter Cleaning Service

YOUR NAME Gutter Cleaning Service

**Inspection Form**  
This inspection form is to be signed before service is to be carried out  
Customer Name  
Address  
Customer address  
Damage  
Telephone Number  
Date & Time of inspection  
Comments on hand  
Customer Signature

Open Monday to Friday 9:00 - 5:00

TEL:00000000000000  
WWW.YOUR-NAME.CO.UK

TEL:00000000000000  
WWW.YOUR-NAME.CO.UK

TEL:00000000000000  
WWW.YOUR-NAME.CO.UK

TEL:00000000000000  
WWW.YOUR-NAME.CO.UK

Works with windows xp/vista/Seven 7

## Best Value

OpenOffice

100% SATISFACTION GUARANTEED

delivery by Royal Mail

on one Cd

**Customising your templates at home**  
**Print out your templates - When you need them**

Shipment And Handling

This item will normally be sent out via Royal Mail 1st Class Delivery.

On receipt of your payment, we usually ship the same day the latest is the next working day (we do sleep sometimes!).

For international purchases, please contact us for advise.

Pay Instantly With Your Debit Or Credit Card Through PayPal




**If there are any problems, please contact us and let us know so that we can work with you to resolve them.**

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**NOT WHAT YOUR  
LOOK FOR  
CHECK OUT MY OTHER  
TEMPLATES**

The logo for KLG Design, featuring the letters 'KLG' in a large, bold, blue-outlined font above the word 'DESIGN' in a smaller, blue-outlined font, both slanted to the right.