

Garage Services Templates

YOUR NAME Garage Services

We are 100% committed to customer satisfaction, provide a very high quality service and that's why 98% of our customers continue to use our services on a weekly/fortnightly basis.

Clutches, Brakes, Cam belts, Air-conditioning
Exhausts, Batteries and much more

We are fully insured with vehicle and public liability insurance and put into place all Health and Safety aspects required by law.

- ★ Car Sales
- ★ Servicing
- ★ M.O.T
- ★ General Repairs
- ★ Tyres

|| →
TEL: 0000000000000000 MOB: 000000000000
← ||

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

Print Two on A4 Paper

YOUR NAME Garage Services

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WWW.YOUR-NAME.CO.UK

Business cards

Print Ten on A4 Paper

YOUR NAME Garage Services

Address Line 1
Address Line 2
Address Line 3
Others



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YOUR NAME Garage Services

Address Line 1
Address Line 2
Address Line 3
Others



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Address Line 2
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Others




TEL: 0000000000000000 MOB: 000000000000

Invoice

Invoice Reminder

Quotation

YOUR NAME HERE AND HERE



Customer Name
Customer email
Customer Phone
Customer Postcode

Your company Name
Your email
Your phone
Your Postcode

Date


Invoice No.

Description	Qty of Items	Price	Discount	Total
Oil & Filter	1	25.00		25.00
Oil & Filter	1	25.00		25.00
Subtotal				£120.00
Please make cheques payable to: YourName Services and send to your address				Amount Due £120.00

Other Information

Thank You For Your Custom

YOUR NAME HERE AND HERE



Customer Name
Customer email
Customer Phone
Customer Postcode

Your company Name
Your email
Your phone
Your Postcode

Date

Invoice No.


Invoice (Reminder)

Description	Qty of Items	Price	Discount	Total
Oil & Filter	1	25.00		25.00
Oil & Filter	1	25.00		25.00
Subtotal				£120.00
Please make cheques payable to: YourName Services and send to your address				Amount Due £120.00

Other Information

Thank You For Your Custom

YOUR NAME HERE AND HERE



Customer Name
Customer email
Customer Phone
Customer Postcode

Your company Name
Your email
Your phone
Your Postcode

Date

Quote No.

Quote is valid for 30 days from the above date.

Description	Qty of Items	Price	Discount	Total
Oil & Filter	1	25.00		25.00
Oil & Filter	1	25.00		25.00
Subtotal				£120.00
Please make cheques payable to: YourName Services and send to your address				Amount Total £200.00

Other Information

The customer have agreed to the above quote and payment terms.

Signed: _____ Date: _____

This agreement may be terminated at any time

Thank You For Your Custom

Inspection Form

YOUR NAME HERE

Inspection Form

This inspection form is to be signed before service is to be carried out on the owners car.

Owner's Name:

Address: number:

Owner's address:

Damage:

Inspector's Name:

Date & Time of inspection:

Comments on damage found:

I hereby acknowledge the damages found under the inspection carried out above, & give permission for the work to commence.

Customer Signature: Date:

Work Order

YOUR NAME HERE

Work Order

Location of work to be carried out at:

Order Date:

Tel. No.:

Location:

Start/Finish:

JOB DESCRIPTION:

MATERIALS REQUIRED:

LABOUR TIME REQUIRED:

TOTAL: £

DESCRIPTION

Letter Heading

YOUR NAME HERE

our company name
Your street
Your town
Your Postcode
Your Tel:

Weekly Diary

YOUR NAME HERE

Week bookings

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 HERE

Tue 12	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1							
Week 2	1	2	3	4	5	6	7
Week 3	8	9	10	11	12	13	14
Week 4	15	16	17	18	19	20	21
Week 5	22	23	24	25	26	27	28
Week 6	29	30	31				

AND

MUCH MORE

YOUR NAME Garage Services

We are 100% committed to customer satisfaction, provide a very high quality service and that a very 96% of our customers continue to use our services on a weekly/bi-weekly basis.

Receipt for

Amount: Date:

Cash ☐

Check ☐

Thank you for your custom

TEL: 00000000000000000000 MOB: 00000000000000000000
WWW.YOUR-NAME.CO.UK

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Receipt for


Amount: Date:

Cash ☐

Check ☐

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YOUR NAME HERE		DAY	DATE
		NOTES	
MY Supplier's Contacts			
MURIEL GORDON Unit: 10 Address: 10000000000000000000 Telephone: 0000 0000 0000	Notes: Open between 9am and 5.30pm Monday to Friday Delivery &P on call is £2.00 Free delivery for orders >£50		
	NOTES		
	NOTES		
	NOTES		
	NOTES		

Works with windows xp/vista/Seven 7

Best Value

XP Windows Vista Windows Seven OpenOffice

OpenOffice

KLIG DESIGN

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

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, stylized font with a blue outline and a purple shadow, and the word 'DESIGN' in a smaller, similar font below it.