

# MAN WITH A VAN TEMPLATES



**YOUR NAME  
MAN WITH A VAN**

No extra or hidden costs, that's all you pay. We only charge from the time we reach you till the time we're done

Perfect for:  
Small house removals  
Students moving house  
Furniture  
Deliveries/courier service/ IKEA pick-up/eBay  
Equipment or exhibition moving  
Anything you like!  
Long Distances - no problem

I will help you lift and load, and there's two extra seats in the van, if you'd like to jump in too

From £35 Per hour

Give us a call, we've never let anyone down!  
**TEL:0000000000000000**  
**MOB:000000000000**  
[WWW.YOUR-NAME.CO.UK](http://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 your 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**

# AS TEMPLATES

# BUSINESS CARDS

Print Two on A4 Paper

Print Ten on A4 Paper



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**YOUR NAME  
MAN WITH A VAN**

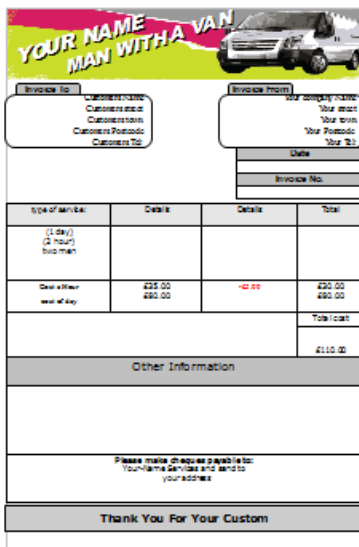
Address Line 1  
Address Line 2  
Address Line 3

Give us a call, we've never let anyone down!  
**TEL:0000000000000000** **MOB:000000000000**

# INVOICE

# INVOICE REMINDER

# QUOTE



**YOUR NAME  
MAN WITH A VAN**

**Invoice To:** Customer Name, Customer Email, Customer Phone, Customer Postcode, Customer Twp

**Invoice From:** Your company name, Your street, Your town, Your Postcode, Your Twp

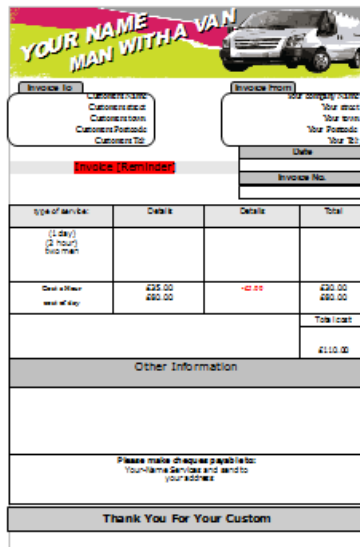
Date: \_\_\_\_\_  
Invoice No: \_\_\_\_\_

type of service	Details	Details	Total
(1 day) (2 hour) Bio man			
Over a hour	£35.00	-£2.00	£33.00
over a day	£90.00		£90.00
Total cost			£118.00

Other Information

Please make charges payable to:  
Your Name Services and send to your address

Thank You For Your Custom



**YOUR NAME  
MAN WITH A VAN**

**Invoice To:** Customer Name, Customer Email, Customer Phone, Customer Postcode, Customer Twp

**Invoice From:** Your company name, Your street, Your town, Your Postcode, Your Twp

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

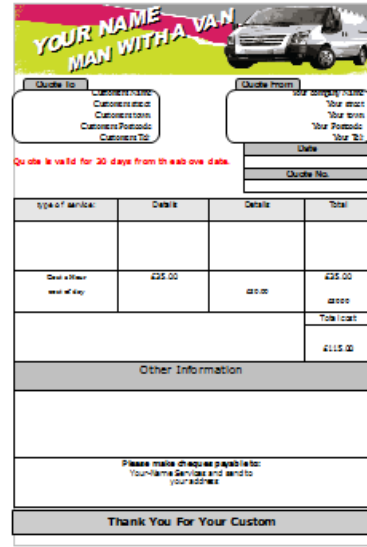
**Invoice Reminder**

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**Quote To:** Customer Name, Customer Email, Customer Phone, Customer Postcode, Customer Twp

**Quote From:** Your company name, Your street, Your town, Your Postcode, Your Twp

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

Quote is valid for 30 days from the above date.


type of service	Details	Details	Total
(1 day) (2 hour) Bio man			
Over a hour	£35.00	-£2.00	£33.00
over a day	£90.00		£90.00
Total cost			£118.00

Other Information

Please make charges payable to:  
Your Name Services and send to your address

Thank You For Your Custom

# WORK ORDER

**YOUR NAME  
MAN WITH A VAN**  Work Order


Location of work to be carried out at:	Order Date:
	Tel. No:
	Location:
	Start/Finish:

JOB DESCRIPTION:	TIME REQUIRED:

TOTAL TIME REQUIRED:	TOTAL: £
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DESCRIPTION

# LETTER HEADING

**YOUR NAME  
MAN WITH A VAN** 

Your company Name Your address Your phone Your Faxcode Your Tel
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# WEEKLY DIARY

**YOUR NAME  
MAN WITH A VAN** 

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  
MAN WITH A VAN** 

**YOUR NAME  
MAN WITH A VAN** 

**YOUR NAME  
MAN WITH A VAN** 


**YOUR NAME  
MAN WITH A VAN** 

**YOUR NAME  
MAN WITH A VAN** 

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

AND

# MORE



**YOUR NAME  
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No extra or hidden costs, that's all you pay. We only charge from the time we reach you till the time we're done

Receipt for

Amount :                      Date:

Cash


Check

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Receipt for

Amount :                      Date:

Cash

Check

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WWW.YOUR-NAME.CO.UK

Works with windows xp/vista/Seven 7

# Best Value













**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, bold, blue-outlined font above the word 'DESIGN' in a smaller, blue-outlined font, both slanted to the right.