

MOBILE MECHANIC

TEMPLATES



YOUR NAME
Mobile Mechanic

We are 100% committed to customer satisfaction, provide a very high quality service

Head gaskets, suspension, 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.

★ **Service**
★ **Clutches**
★ **Brakes**
★ **Diagnostics**
★ **Tyres & Much more**

TEL: 0000000000000000 MOB: 000000000000
WWW.YOUR-NAME.CO.UK



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- We sent the CD
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 - 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 TEMPLATE

Print Two on A4 Paper

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We are 100% committed to customer satisfaction, providing a very high quality service.

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BUSINESS CARDS

Print Ten on A4 Paper

YOUR NAME
Mobile Mechanic

Address Line 1
Address Line 2
Address Line 3
Others

TEL: 01685 822593

YOUR NAME
Mobile Mechanic

Address Line 1
Address Line 2
Address Line 3
Others

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Address Line 3
Others

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INVOICE

INVOICE REMINDER

QUOTATION

YOUR NAME
Mobile Mechanic

Invoice to:	Invoice from:
Customer Name	Your company Name
Customer email	Your email
Customer Postcode	Your Postcode
Customer Tel	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
				Amount Due
				2120.00
				2120.00

Other Information

Thank You For Your Custom

YOUR NAME
Mobile Mechanic

Invoice to:	Invoice from:
Customer Name	Your company Name
Customer email	Your email
Customer Postcode	Your Postcode
Customer Tel	Your Tel
	Date
	Invoice No.

Invoice Reminder

Description	Qty	Price	Discount	Total
		255	25.00	280
Please make cheque payable to: YourName Services and send to your address				Subtotal
				Amount Due
				2120.00
				2120.00

Other Information

Thank You For Your Custom

YOUR NAME
Mobile Mechanic

Quote to:	Quote from:
Customer Name	Your company Name
Customer email	Your email
Customer Postcode	Your Postcode
Customer Tel	Your Tel
	Date
	Quote No.

Quote is valid for 30 days from the above date.

Description	Qty	Price	Discount	Total
		2140	240.00	2000
Please make cheque payable to: YourName Services and send to your address				Subtotal
				Amount Total
				2200.00
				2200.00

Other Information

This agreement may be terminated at any time.

Thank You For Your Custom

WORK ORDER

YOUR NAME
Mobile Mechanic

Location of work to be carried out at: **Work Order**

Order Date:	
Tel. No:	
Location:	
Start/Finish:	

JOB DESCRIPTION:	MATERIALS REQUIRED:

LABOUR TIME REQUIRED:	TOTAL: £

DESCRIPTION

LETTER HEADING

YOUR NAME
Mobile Mechanic

your company Name
Your street
Your town
Your Postcode
Your Tel:

WEEKLY DIARY

YOUR NAME
Mobile Mechanic

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
Mobile Mechanic

Jan 11	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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

MUCH MORE



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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, with the word 'DESIGN' written in a smaller, blue-outlined font below it, all set against a white background.