

GUTTER VACUUM & CLEANING

TEMPLATES

YOUR NAME
Gutter Vacuum &
Cleaning Service

Gutter Vacuum cleaning 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 standards, guaranteeing a perfect result on gutters, gully and down pipe emptying and cleaning.

- ✓ Professional company formed in 1989
- ✓ Over 1500 regular customers
- ✓ Gutter Cleaning
- ✓ Fascia & Soffit Cleaning
- ✓ Conservatory Roof Cleaning

FROM £1.50 PER METER

10% off with this leaflet

We can clear your gutters as a one off, or on a regular basis to ensure your gutters are flowing free all year round.

★ TEL: 0000000000000000 ★

**KLG
DESIGN**



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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

AS TEMPLATES

BUSINESS CARDS

Print Two on A4 Paper

Print Ten on A4 Paper

YOUR NAME
Gutter Vacuum & Cleaning Service

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Gutter Vacuum & Cleaning Service

YOUR NAME
Gutter Vacuum & Cleaning Service

cleaning services for your
top, businesses, offices,
hospitals, apartment and
much more.
From a small house to a large
plant, we will ensure every
gutter and the very highest
standard, guaranteeing a
clean, gully and down pipe
and cleaning.

Gutter Vacuum cleaning 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 standards, guaranteeing a
perfect result on gutters, gully and down pipe
emptying and cleaning.

✓ Professional company formed in 1989
✓ Over 1500 regular customers
✓ Gutter Cleaning
✓ Fascia & Soffit Cleaning
✓ Conservatory Roof Cleaning

company formed in 1989
gutter customers
gully
Cleaning
Roof Cleaning

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offer on a regular basis
to free all year round.

00000000

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We can clear your gutters as a one off, or on a regular basis to ensure your gutters are flowing free all year round.

★ **TEL: 0000000000000000** ★

YOUR NAME
Gutter Vacuum & Cleaning Service

Address Line 1
Address Line 2
Address Line 3
TEL: 0000000000000000

YOUR NAME
Gutter Vacuum & Cleaning Service

Address Line 1
Address Line 2
Address Line 3
TEL: 0000000000000000
WWW.YOUR-NAME.CO.UK

YOUR NAME
Gutter Vacuum & Cleaning Service

Address Line 1
Address Line 2
Address Line 3
TEL: 0000000000000000
WWW.YOUR-NAME.CO.UK

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INVOICE

INVOICE REMINDER

QUOTE

YOUR NAME
Gutter Vacuum & Cleaning Service

Invoice to: Customer Name, Customer email, Customer phone, Customer Postcode, Customer Tel

Invoice from: Your company Name, Your email, Your phone, Your Postcode, Customer Tel

Date: _____
Invoice No: _____

Description	Qty	Price	Discount	Total
		255	25.00	250
		255	25.00	250
Please make cheque payable to: Your-Name Service and send to your address			Subtotal	£120.00
			Amount Due	£120.00
Other Information				
Thank You For Your Custom				

YOUR NAME
Gutter Vacuum & Cleaning Service

Invoice to: Customer Name, Customer email, Customer phone, Customer Postcode, Customer Tel

Invoice from: Your company Name, Your email, Your phone, Your Postcode, Customer Tel

Date: _____
Invoice No: _____

Invoice (Reminder)

Description	Qty	Price	Discount	Total
		255	25.00	250
		255	25.00	250
Please make cheque payable to: Your-Name Service and send to your address			Subtotal	£120.00
			Amount Due	£120.00
Other Information				
Thank You For Your Custom				

YOUR NAME
Gutter Vacuum & Cleaning Service

Quote to: Customer Name, Customer email, Customer phone, Customer Postcode, Customer Tel

Quote from: Your company Name, Your email, Your phone, Your Postcode, Customer Tel

Date: _____
Quote No: _____

Quote

Quote is valid for 30 days from the above date.

Description	Qty	Price	Discount	Total
		2140	240.00	2000
Please make cheque payable to: Your-Name Service and send to your address			Total Discount	250.00
			Subtotal	£200.00
			Amount Total	£200.00
Other Information				
The customer has agreed 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 Vacuum & Cleaning Service

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
Gutter Vacuum & Cleaning Service

Your company Name
Your street
Your town
Your postcode
Your Tel

WEEKLY DIARY

YOUR NAME
Gutter Vacuum & Cleaning Service

Monday	Date	Week bookings
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 Vacuum & Cleaning Service

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Gutter Vacuum & Cleaning Service

Jan 17	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 52							1
Week 1	2	3	4	5	6	7	8
Week 2	9	10	11	12	13	14	15
Week 3	16	17	18	19	20	21	22
Week 4	23	24	25	26	27	28	29
Week 5	30	31					

AND

MUCH MORE



Receipt for

Amount :

Date

Cash

Check

Notes

YOUR NAME
Gutter Vacuum & 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	

YOUR NAME
Gutter Vacuum & Cleaning Service

Inspection Form
to be signed before service is to be carried out

FROM £1.50 PER METER **5% off with this Receipt**

We can clear your gutters as a one off, or on a regular basis to ensure your gutters are flowing free all year round.

★ **TEL:0000000000000000** ★ **FROM £1.50 PER METER**

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YOUR NAME
Gutter Vacuum & Cleaning Service

MY Supplier's Contacts

<p>SURABHORA COURT</p> <p>Unit: 3/6/14/20</p> <p>Market: H&M</p> <p>Unit: 3/6</p> <p>Telephone: 0770 823 48 22</p>	<p>NOTES</p> <p>Open between 9am and 5:30pm Monday to Friday</p> <p>Delivery 8:00 to 10:00 in £5.00</p> <p>Price delivery for orders £50</p>
	NOTES
	NOTES
	NOTES

cut above & give

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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 stylized, outlined font above the word 'DESIGN' in a similar style, both with a blue glow effect.