

# Mobile Smart Repairs Templates

*YOUR NAME*  
*Mobile Smart Repairs*



We specialise in high quality, cost effective SMART repairs. We specialise in alloy wheel repair, bumper scuffs, car scratches, wing mirror damage and car interior repair. Our fast efficient mobile service allows us to turn up to your home or place of work and complete repairs at a fraction of the time and price of a body shop



- ★ Dent
- ★ Alloy Wheel
- ★ Bumper Scuff
- ★ Stone Chip Paint
- ★ Cracked Bumper
- ★ Panel Rust Spots

Discounts  
On Multiple  
Vehicles

Trade  
Contracts  
Welcome



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

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Trade Contracts We Issue  
On Multiple Vehicles

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# Business cards

Print Ten on A4 Paper

Company Name  
Company Message  
Address Line 1  
Address Line 2  
Address Line 3  
Others

YOUR NO. HERE

Company Name  
Company Message  
Address Line 1  
Address Line 2  
Address Line 3  
Others

YOUR NO. HERE

Company Name  
Company Message  
Address Line 1  
Address Line 2  
Address Line 3  
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YOUR NO. HERE

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Company Name  
Company Message  
Address Line 1  
Address Line 2  
Address Line 3  
Others

YOUR NO. HERE

# Invoice

# Invoice Reminder

# Quotation

**YOUR NAME HERE**  
AND HERE

**Invoice To:** Customer Name, Customer Street, Customer Postcode, Customer Tel, Date, Your Tel

**Invoice From:** Your company Name, Your street, Your town, Your Postcode, Your Tel, Date, Your Tel

Invoice No.

Description	Quantity	Price	Discount	Total
Oil Subject 200	200	25.00		5000
Oil and Parts	200	25.00		5000
Please make cheque payable to: Your Name Services and send to your address				Subtotal: 10000
				Amount Due: 10000

Other Information

Thank You For Your Custom

**YOUR NAME HERE**  
**Mobile Smart Repairs**

**Invoice To:** Customer Name, Customer Street, Customer Postcode, Customer Tel, Date, Your Tel

**Invoice From:** Your company Name, Your street, Your town, Your Postcode, Your Tel, Date, Your Tel

**Invoice (Reminder)**

Invoice No.

Description	Quantity	Price	Discount	Total
Oil Subject 200	200	25.00		5000
Oil and Parts	200	25.00		5000
Please make cheque payable to: Your Name Services and send to your address				Subtotal: 10000
				Amount Due: 10000

Other Information

Thank You For Your Custom

**YOUR NAME HERE**  
**Mobile Smart Repairs**

**Quote To:** Customer Name, Customer Street, Customer Postcode, Customer Tel, Date, Your Tel

**Quote From:** Your company Name, Your street, Your town, Your Postcode, Your Tel, Date, Your Tel

Quote No.

Quote is valid for 30 days from the above date.

Description	Quantity	Price	Discount	Total
Oil Subject 200	200	25.00		5000
Oil and Parts	200	25.00		5000
Please make cheque payable to: Your Name Services and send to your address				Subtotal: 10000
				Amount Total: 10000

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

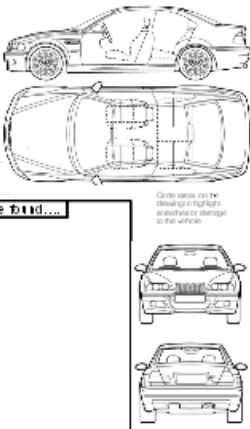
# Inspection Form - Work Order - Letter Heading

**YOUR NAME HERE**  
**Car Inspection Form**

Car owners Name: \_\_\_\_\_  
 Car Registration Plate Number: \_\_\_\_\_  
 Car owners address: \_\_\_\_\_  
 Car Interior Cloth/Leather: \_\_\_\_\_  
 Inspectors Name: \_\_\_\_\_  
 Date & Time of Inspection: \_\_\_\_\_

**Comment on damage found....**

Circle areas on the diagram to highlight any damage or damage to the vehicle.



I hereby acknowledge the damage found under the repairs carried out above, & give permission for my car visit to commence.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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**

**YOUR NAME HERE**  
**Mobile Smart Repairs**

## Weekly Diary

**YOUR NAME HERE**  
**Mobile Smart Repairs**

08/01/11	
09/01/11	
10/01/11	
11/01/11	
12/01/11	
13/01/11	
14/01/11	
15/01/11	
16/01/11	
17/01/11	
18/01/11	
19/01/11	
20/01/11	
21/01/11	
22/01/11	
23/01/11	
24/01/11	
25/01/11	
26/01/11	
27/01/11	
28/01/11	
29/01/11	
30/01/11	

## Calendar

**YOUR NAME HERE**

APRIL 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				





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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.