

# PAINTING AND DECORATING

## TEMPLATES

**YOUR NAME**

**Painting and Decorating**



We provide a quality service, at all times, and complete contracts, within an agreed time and offer loyalty, commitment and value for money.

- ✓ Interiors & Exteriors
- ✓ Painting & Decorating
- ✓ Very High Standards
- ✓ Sash Window Specialists
- ✓ References Available
- ✓ Domestic & Commercial
- ✓ Free estimate & advice



From £140  
A Room

For a professional and quality service at a competitive price, for all your general painting & decorating requirements call us for a free no obligation quotation.

**Tel: 01685653885**

**WWW.YOUR-NAME.CO.UK**



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

BUSINESS CARDS

Print Two on A4 Paper

Print Ten on A4 Paper

**YOUR NAME Painting and Decorating**

We provide a complete contract loyalty, comm

- ✓ Interiors
- ✓ Painting
- ✓ Very High Standards
- ✓ Sash Window Specialists
- ✓ References Available
- ✓ Domestic & Commercial
- ✓ Free estimate & advice

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For a professional price, for all your requirements call us for a free no obligation quotation.

**Tel: 01685653885**  
**WWW.YOUR-NAME.CO.UK**

From £140 A Room

**YOUR NAME Painting and Decorating**

Address Line 1  
Address Line 2  
Address Line 3

**Tel: 01685653885**

# INVOICE

# INVOICE REMINDER

# QUOTE

**YOUR NAME**  
**Painting and Decorating**

<b>Invoice to:</b> Customer Name Customer addr Customer Postcode Customer Tel	<b>Invoice from:</b> Your company Name Your email Your phone Your Postcode 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 £120.00
				Amount Due £120.00
Other Information				
Thank You For Your Custom				

**YOUR NAME**  
**Painting and Decorating**

<b>Invoice to:</b> Customer Name Customer addr Customer Postcode Customer Tel	<b>Invoice from:</b> Your company Name Your email Your phone Your Postcode Your Tel
Date:	Invoice No:

**INVOICE REMINDER**

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Please make cheque payable to: YourName Services and send to your address				Subtotal £120.00
				Amount Due £120.00
Other Information				
Thank You For Your Custom				

**YOUR NAME**  
**Painting and Decorating**

<b>Quote to:</b> Customer Name Customer addr Customer Postcode Customer Tel	<b>Quote from:</b> Your company Name Your email Your phone Your Postcode Your Tel
Date:	Quote No:

Quote is valid for 30 days from the above date.

Description	Qty	Price	Discount	Total
		2140	240.00	2400
		2140	240.00	2400
Please make cheque payable to: YourName Services and send to your address				Subtotal £2000.00
				Amount Total £2000.00
Other Information				
The customer has agreed to the above quote and payment terms. Signed: _____ Date: _____				
The agreement may be terminated at any time.				
Thank You For Your Custom				

# WORK ORDER

**YOUR NAME**  
**Painting and Decorating**

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

JOB DESCRIPTION:	MATERIALS REQUIRED:

LABOUR TIME REQUIRED:	TOTAL: £

DESCRIPTION

# LETTER HEADING

**YOUR NAME**  
**Painting and Decorating**

	Your company Name Your email Your phone Your Postcode Your Tel
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# WEEKLY DIARY

# CALENDAR

**YOUR NAME**  
*Painting and Decorating*

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	

**YOUR NAME**  
*Painting and Decorating*

**YOUR NAME**  
*Painting and Decorating*

**YOUR NAME**  
*Painting and Decorating*

**YOUR NAME**  
*Painting and Decorating*

**YOUR NAME**  
*Painting and Decorating*

JOB NO	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

**YOUR NAME**  
*Painting and Decorating*



Receipt for

Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Cash  
Check

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From £140  
A Room

**Tel: 01685653885**  
**WWW.YOURNAME.CO.UK**

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From £140  
A Room

**Tel: 01685653885** **Tel: \_\_\_\_\_**  
**WWW.YOURNAME.CO.UK** **WWW.YOURNAME.CO.UK**

**YOUR NAME**  
*Painting and Decorating*

**STOCKLIST**

Item Ref	Unit	Quantity	Unit Price	Total Price	Order by

**YOUR NAME**  
*Painting and Decorating*

**MY Supplier's Contacts**

Supplier Name	Address	Phone	Notes
HURMAGRE.CO.UK	36 Sturton Rd	01685 653885	Open from 9am and 5.30pm Monday to Friday Delivery 24hr on call at £6.00 Free delivery for orders £50
			NOTES
			NOTES
			NOTES
			NOTES

# Best Value

Works with windows xp/vista/Seven 7



OpenOffice.



delivery by



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**

