

FREELANCE COURIER TEMPLATES

YOUR NAME HERE



COURIER SERVICES

*"Low on Price
High on Service"*

We are an established family run
Courier Company

Contracts
Welcome



We offer a range of
parcel delivery
services within the UK
to meet your needs.

- Light Removals
- Deliveries
- Collections
- Business
- Personal

Item Collection &
Delivery.

FULL GOODS IN TRANSIT & PUBLIC LIABILITY INSURANCE
For a Free Quote Call

TEL: 01655 8888

MOB: 07800558087

**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!

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- 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

Print Two on A4 Paper

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BUSINESS CARDS

Print Ten on A4 Paper

YOUR NAME HERE

COURIER SERVICES

"Low on Price High on Service"

Address Line 1
Address Line 2
Address Line 3

TEL: 01655 8888 MOB: 07800958087

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INVOICE

INVOICE REMINDER

QUOTE

YOUR NAME HERE AND HERE

Invoice To: Customer Name, Customer Street, Customer Postcode, Customer Tel

Invoice From: Your Company Name, Your Street, Your Postcode, Your Tel

Date: _____ Invoice No: _____

type of delivery & item service	RCK UP Details	DELIVERY Details	Total
(3-5)	Name Street Postcode Tel	Name Street Postcode Tel	100.00
Deal of service	£10.00	Deal of service	£50.00
(200) Same Day Service (100) Next Day Service (2-5) 2-5 Day Service (5-8) 5-8 Day Service			Total Cost: £50.00

Other Information

1. Pick up parcels at the back of the garage in green bin.
2. New parcels id to delivery address and have them signed for.

Please make cheques payable to: Your Name Service and send to your address.

Thank You For Your Custom

YOUR NAME HERE AND HERE

Invoice To: Customer Name, Customer Street, Customer Postcode, Customer Tel

Invoice From: Your Company Name, Your Street, Your Postcode, Your Tel

Date: _____ Invoice No: _____

type of delivery & item service	RCK UP Details	DELIVERY Details	Total
(3-5)	Name Street Postcode Tel	Name Street Postcode Tel	100.00
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1. Pick up parcels at the back of the garage in green bin.
2. New parcels id to delivery address and have them signed for.

Please make cheques payable to: Your Name Service and send to your address.

Thank You For Your Custom

YOUR NAME HERE AND HERE

Quote To: Customer Name, Customer Street, Customer Postcode, Customer Tel

Quote From: Your Company Name, Your Street, Your Postcode, Your Tel

Date: _____ Quote No: _____

Quote is valid for 30 days from the above date.

type of delivery & item service	RCK UP Details	DELIVERY Details	Total
(3-5)	Name Street Postcode Tel	Name Street Postcode Tel	100.00
Deal of service	£10.00	Deal of service	£50.00
(200) Same Day Service (100) Next Day Service (2-5) 2-5 Day Service (5-8) 5-8 Day Service			Total Cost: £50.00

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Thank You For Your Custom

WORK ORDER

YOUR NAME HERE



Location of work to be carried out at: _____

Order Date: _____

Tel. No: _____

Location: _____

Start/Finish: _____

JOB DESCRIPTION: _____


TIME REQUIRED: _____

TOTAL TIME REQUIRED: _____ TOTAL: £ _____

DESCRIPTION _____

LETTER HEADING


YOUR NAME HERE



Your company Name _____
 Your sector _____
 Your town _____
 Your Postcode _____
 Your Tel _____

WEEKLY DIARY

YOUR NAME HERE



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 HERE



Jan 17	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

SORRY WE MISSED YOU CARD

YOUR NAME HERE 

COURIER SERVICES Consignment no.

"SORRY WE MISSED YOU"

Delivery for _____ No. of Parcels _____
 Driver Name _____ Date _____ Time _____

- Your parcel(s) have been left with a neighbour at no. _____
- Your parcel(s) have been left safe in your _____
- Your parcel required a signature _____

TEL:01655 8888 MOB: 07900958087

YOUR NAME HERE 

COURIER SERVICES Consignment no.

Delivery for **YOUR NAME HERE** 

Driver Name _____ Consignment no.

COURIER SERVICES

- Your parcel(s) h
- Your parcel(s) h
- Your parcel req

"SORRY WE MISSED YOU"

Delivery for _____ No. of Parcels _____
 Driver Name _____ Date _____ Time _____

- Your parcel(s) have been left with a neighbour at no. _____
- Your parcel(s) have been left safe in your _____
- Your parcel required a signature _____

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Sales Letter X2

YOUR NAME HERE 

Your Street _____
 Your Area _____
 Your Town _____
 Your Postcode _____
 Email _____
 Date _____

Dear Sir/Madam,
 Please let me introduce myself, my name is YourName from YourName Services. I would like to have the opportunity to make you aware of my o range of courier services I offer. These include:

Light Removals - Deliveries - Collections - Next Day - Nat
 YourName Presence Courier Services are a local company, dedicated and are fully insured, reliable and pride ourselves on doing an efficient, costless and competitive price. We undertake one off jobs or long term contracts. We would be delighted to make arrangements to give you a free no obligation quote with the possibility of adding you to our list of satisfied cut

You can contact us by telephoning 016558888
 Mobile: 07900958087
 Email: yourname@uk.com

We look forward to hearing from you soon.
 Yours Sincerely
 YourName
 YourName Presence Courier Services

TEL:01655 8888 MOB: 07900958087 01655 8887

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Best Value


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Windows Vista


Windows Seven


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OpenOffice


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