

# HANDY MAN TEMPLATES

YOUR NAME

**Handyman**

services

At Very Affordable Prices

- |              |                      |
|--------------|----------------------|
| ✓ Building   | ✓ Tiling             |
| ✓ Repairs    | ✓ Laminated flooring |
| ✓ Painting   | ✓ Wallpapering       |
| ✓ Decorating | ✓ Plastering         |
| ✓ Kitchen    | ✓ Patio              |
| ✓ Carpentry  | ✓ Paths              |
| ✓ Gardening  | ✓ Brick & Block Work |

**AND MUCH MORE**

**You break it - we fix IT  
you buy it - we build it**

no matter how small the job we can help

We are professional, reliable, fully insured, totally independent,  
family run, friendly and we don't charge a fortune.

**Call 01685822553**

**KLG  
DESIGN**

**STOP**

**IMPORTANT:**

Before You Continue...

**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**

# AS TEMPLATES

# BUSINESS CARD

Print Two on A4 Paper

Print Ten on A4 Paper

**YOUR NAME**  **YOUR NAME** 

## Handyman Handyman

**services** **services**

At Very Affordable Prices

- ✓ Building
- ✓ Repairs
- ✓ Painting
- ✓ Decorating
- ✓ Kitchen
- ✓ Carpentry
- ✓ Gardening
- ✓ Tiling
- ✓ Laminated flooring
- ✓ Wallpapering
- ✓ Plastering
- ✓ Pathways
- ✓ Brick & Block Work

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CALL 01443 822786

**YOUR NAME**  **YOUR NAME** 

## Handyman Handyman

Address Line 1  
Address Line 2  
Address Line 3  
TEL: 01443 888 888 MOB: 0780 05 580 87

**YOUR NAME**  **YOUR NAME** 

## Handyman Handyman

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Address Line 2  
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TEL: 01443 888 888 MOB: 0780 05 580 87

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TEL: 01443 888 888 MOB: 0780 05 580 87

# INVOICE

# INVOICE REMINDER

# QUOTATION

**YOUR NAME HERE**

## Handyman

Label No: 123456789

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

**Invoice from:** Your company Name, Your email, Your phone, Your Postcode, Your Tel.

Date: \_\_\_\_\_  
Invoice No: \_\_\_\_\_

Qty	Description	Unit price	Total
1	Fixing nails on 2 doors	20.00	20.00
3	Putting shelves up	20.00	60.00
1	plastering LCD up on wall	40.00	40.00
4	assembling flat pack furniture	20.00	80.00
Please make cheque payable to: Your Name SERVICE, and send to the above address.		Subtotal	20.00
		VAT	
		Amount Due	20.00

Other Information

Thank You For Your Custom

**YOUR NAME HERE**

## Handyman

Label No: 123456789

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

**Invoice from:** Your company Name, Your email, Your phone, Your Postcode, Your Tel.

Date: \_\_\_\_\_  
Invoice No: \_\_\_\_\_

**Invoice (Reminder)**

Qty	Description	Unit price	Total
1	Fixing nails on 2 doors	20.00	20.00
3	Putting shelves up	20.00	60.00
1	plastering LCD up on wall	20.00	20.00
4	assembling flat pack furniture	20.00	80.00
Please make cheque payable to: Your Name SERVICE, and send to the above address.		Subtotal	20.00
		VAT	
		Amount Due	20.00

Other Information

Thank You For Your Custom

**YOUR NAME HERE**

## Handyman

Label No: 123456789

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

**Quote from:** Your company Name, Your email, Your phone, Your Postcode, Your Tel.

Date: \_\_\_\_\_  
Quote No: \_\_\_\_\_

Qty	Description	Unit price	Total
1	Fixing nails on 2 doors	20.00	20.00
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1	plastering LCD up on wall	20.00	20.00
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Please make cheque payable to: Your Name SERVICE, and send to the above address.		Subtotal	20.00
		VAT	
		Amount Due	20.00

Other Information

Thank You For Your Custom

Quote is valid for 30 days from the above date.

# WORK ORDER

YOUR NAME HERE  
**Handyman**  
SERVICES

**Work Order**

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  
**Handyman**  
SERVICES

Our company name  
Your street  
Your town  
Your Postcode  
Your Tel

# WEEKLY DIARY

YOUR NAME HERE  
**Handyman**  
SERVICES

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  
**Handyman**  
SERVICES

Jan 12	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 22							
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				

# 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**

