

# Landscapers Templates

*Your name*  
**Landscapers**

We are experienced in both residential and commercial work such as schools, hospitals and business parks, and will provide you with the perfect garden.

- Garden clearance
- Patos, paths
- All types of fencing
- Decking and pergolas
- Raised borders
- Sensory gardens
- Turfing and reseeding lawns
- Flower beds and borders
- Wildlife areas

Lawn maintenance (Mowing, borders, strimming etc), as a one off visit or on a contractual basis (e.g. fortnightly throughout the season or as required)

**Call 01685663225**

**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 Template

Print Two on A4 Paper

**Your name Landscapers**

We are experienced in both residential and commercial work such as schools, hospitals and business parks, and will provide you with the perfect garden.

- Garden clearance
- Patios, paths
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**Call 01685663225**

# Business cards

Print Ten on A4 Paper

**Your name Landscapers**

Address Line 1  
Address Line 2  
Address Line 3  
O&em

YOUR NO. HERE

**Your name Landscapers**

Address Line 1  
Address Line 2  
Address Line 3  
O&em

YOUR NO. HERE

# Invoice

# Invoice Reminder

# Quotation

**YOUR NAME HERE Landscapers**

**Invoice to:** Customer Name, Customer street, Customer Postcode, Customer Tel.

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

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

Description	Qty or units	Price	Discount	Total
		255	25.00	280
		255	25.00	280
Please make cheque payable to: YourName Services and send to your address				Subtotal: £132.00
				Amount Due: £132.00

Other Information

**Thank You For Your Custom**

**YOUR NAME HERE Landscapers**

**Invoice to:** Customer Name, Customer street, Customer Postcode, Customer Tel.

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

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

**Invoice is overdue!**

Description	Qty or units	Price	Discount	Total
		255	25.00	280
		255	25.00	280
Please make cheque payable to: YourName Services and send to your address				Subtotal: £132.00
				Amount Due: £132.00

Other Information

**Thank You For Your Custom**

**YOUR NAME HERE Landscapers**

**Quote to:** Customer Name, Customer street, Customer Postcode, Customer Tel.

**Quote from:** 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 or units	Price	Discount	Total
		2140	240.00	2000
		2140	240.00	2000
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: \_\_\_\_\_

*This agreement may be terminated at any time.*

**Thank You For Your Custom**



# Work Order

**YOUR NAME HERE**  
**Landscapers**

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 HERE**  
**Landscapers**

Your company Name Your street Your town Your Postcode Your Tel
--

# Weekly Diary

**YOUR NAME HERE**  
**Landscapers**

Week bookings

Time slot	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**  
**YOUR NAME HERE**  
**YOUR NAME HERE**  
**YOUR NAME HERE**  
**Landscapers**

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

AND  
**MUCH MORE**

**Your name Landscapers**

Address Line 1  
 Address Line 2  
 Address Line 3  
 Others

Receipt for  
 Amount:            Date:  
 Cash   
 Check   
 Thank you for your cus tom

**Call 01685663225**

**Your name Landscapers**

Address Line 1  
 Address Line 2  
 Address Line 3  
 Others

Receipt for  
 Amount:            Date:  
 Cash   
 Check   
 Thank you for your cus tom

**YOUR NAME HERE Landscapers**

**MY Supplier's Contacts**

HUR: 01685663225 L1:            01685663225 M:            01685663225 F:            01685663225 T:            01685663225	NOTES Cash delivery: 9am and 5:30pm. Monday to Friday Delivery 4.99 or less is £1.50 Free delivery for orders £50
	NOTES
	NOTES
	NOTES
	NOTES

**Call 01685663225 Call 01685663225**

Works with windows xp/vista/Seven 7

**Best Value**

XP      Windows Vista      Windows Seven      OpenOffice

OpenOffice

100% SATISFACTION GUARANTEED

delivery by **Royal Mail**

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



**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 large, bold, blue-outlined font above the word 'DESIGN' in a smaller, blue-outlined font, both slanted to the right.