

# Mobile Valeting Templates

## YOUR NAME MOBILE VALETING

We are 100% committed to customer satisfaction, provide a very high quality service and that's why 96% of our customers continue to use our services on a weekly/fortnightly basis.

We clean cars, vans, motorbikes, trucks, lorries  
HGV, LGV, caravans, boats

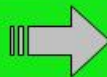
We are fully insured with vehicle and public liability insurance and put into place all Health and Safety aspects required by law.

- ★ Full Interior Valet - £35
- ★ Exterior Valet - £40
- ★ Interior/Exterior Valet - £60
- ★ Full Valet - £75
- ★ Ultimate Valet - £80

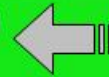


Discounts  
On Multiple  
Vehicles

Trade  
Contracts  
Welcome



TEL:0000000000000000 MOB:000000000000  
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 Template

Print Two on A4 Paper

**YOUR NAME**  
**MOBILE VALETING**

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TEL:0000000000000000 MOB:000000000000  
WWW.YOUR-NAME.CO.UK

# Business cards

Print Ten on A4 Paper

Company Name  
Company Message  
Add res Line 1  
Add res Line 2  
Add res Line 3  
Other

YOU R.N.O. HERE

Company Name  
Company Message  
Add res Line 1  
Add res Line 2  
Add res Line 3  
Other

YOU R.N.O. HERE

Company Name  
Company Message  
Add res Line 1  
Add res Line 2  
Add res Line 3  
Other

YOU R.N.O. HERE

Company Name  
Company Message  
Add res Line 1  
Add res Line 2  
Add res Line 3  
Other

YOU R.N.O. HERE

Company Name  
Company Message  
Add res Line 1  
Add res Line 2  
Add res Line 3  
Other

YOU R.N.O. HERE

Company Name  
Company Message  
Add res Line 1  
Add res Line 2  
Add res Line 3  
Other

YOU R.N.O. HERE

Company Name  
Company Message  
Add res Line 1  
Add res Line 2  
Add res Line 3  
Other

YOU R.N.O. HERE

Company Name  
Company Message  
Add res Line 1  
Add res Line 2  
Add res Line 3  
Other

YOU R.N.O. HERE

# Invoice

# Invoice Reminder

# Quotation

**YOUR NAME HERE**  
**AND HERE**

**Customer Name**  
Customer street  
Customer town  
Customer Postcode

**See us today**  
Your street  
Your town  
Your Postcode

Date:

Invoice No:

Description	Qty of vehicles	Price	Discount	Total
Interior Valet - based on 2 wheel Wash and wax on demand Interior glass polished	One Request 200	25.00		25.00
Door & boot opening based & polished Interior rubber & plastic trim polished RUBBISH removed Floor mats cleaned Interior glass polished Carpets & seats vacuumed Tire & plastic dress off & treated Full dampen or waterless application of wax	One Fast Facts	25.00		25.00
Please make cheques payable to: Your Name Service and send to your address.			Subtotal	£120.00
			Amount Due	£120.00

Other Information

Thank You For Your Custom

**YOUR NAME HERE**  
**AND HERE**

**Customer Name**  
Customer street  
Customer town  
Customer Postcode

**See us today**  
Your street  
Your town  
Your Postcode

Date:

Invoice No:

Description	Qty of vehicles	Price	Discount	Total
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			Amount Due	£120.00

Other Information

Thank You For Your Custom

**YOUR NAME HERE**  
**AND HERE**

**Customer Name**  
Customer street  
Customer town  
Customer Postcode

**See us today**  
Your street  
Your town  
Your Postcode

Date:

Quote No:

Quote is valid for 30 days from the above date.

Description	Qty of vehicles	Price	Discount	Total
Interior Valet - based on 2 wheel Wash and wax on demand Interior glass polished	One Request 200	25.00		25.00
Door & boot opening based & polished Interior rubber & plastic trim polished RUBBISH removed Floor mats cleaned Interior glass polished Carpets & seats vacuumed Tire & plastic dress off & treated Full dampen or waterless application of wax	One Fast Facts	25.00		25.00
Please make cheques payable to: Your Name Service and send to your address.			Subtotal	£200.00
			Amount Total	£200.00

Other Information

The customer has agreed to the above quote and payment terms.  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

This agreement may be reprinted 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: \_\_\_\_\_

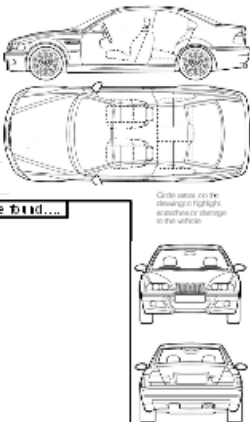
Car Interior Cloth/Leather: \_\_\_\_\_

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 to be taken to the workshop.

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 valeting**

## Weekly Diary

**YOUR NAME HERE**

Week bookings

Monday	Tue
08.01.2011	
09.01.2011	
10.01.2011	
11.01.2011	
12.01.2011	
13.01.2011	
14.01.2011	
15.01.2011	
16.01.2011	
17.01.2011	
18.01.2011	
19.01.2011	
20.01.2011	
21.01.2011	
22.01.2011	
23.01.2011	
24.01.2011	
25.01.2011	
26.01.2011	
27.01.2011	
28.01.2011	
29.01.2011	
30.01.2011	
31.01.2011	

## calendar

**Your Name Here**

**APRIL 2011**

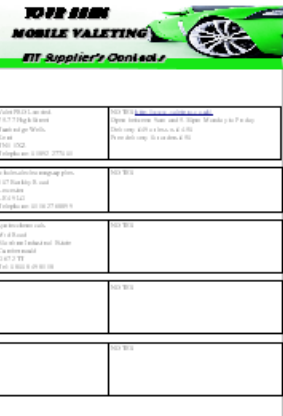
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

YOUR NAME		MOBILE VALETING		
STOCK LIST				

- Introduction Letter
- stock list

AND

# MUCH MORE



Works with windows xp/vista/Seven 7

# Best Value

OpenOffice

delivery by **Royal Mail**

on one Cd

**SATISFACTION GUARANTEED 100%**

KLGD DESIGN

OpenOffice

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 (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.