

# HOUSE CLEANING TEMPLATES

**YOUR NAME**  
*House Cleaning*

Regular weekly, fortnightly, monthly, one-off cleans



high quality cleaning services you can rely on. we was founded with complete customer satisfaction in mind - we have years of experience from working with lettings and estate agents, schools, businesses

Does your busy and complicated lifestyle leave you with precious little free time to clean and look after your home?



**From £9 a an Hour**

- ✓ Domestic & commercial
- ✓ End of tenancy cleaning
- ✓ move in/out clean
- ✓ After party clean
- ✓ After builders clean
- ✓ Hard floor cleaning
- ✓ Spring cleaning
- ✓ One off cleaning
- ✓ After builders cleaning



**TEL: 01685 822593**  
[WWW.YOUR-NAME.CO.UK](http://WWW.YOUR-NAME.CO.UK)

**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 your 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 CARDS

Print Two on A4 Paper

Print Ten on A4 Paper

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**35 822593**  
**NAME.CO.UK**

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Address Line 1  
Address Line 2  
Address Line 3  
City

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## INVOICE

## INVOICE REMINDER

## QUOTE

**YOUR NAME**  
**House Cleaning**

**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: \_\_\_\_\_

Description	Qty	Price	Discount	Total
		255	25.00	280
		255	25.00	280
Please make cheques payable to: Your Name Services and send to your address				Subtotal: £130.00 Amount Due: £130.00
Other Information				
Thank You For Your Custom				

**YOUR NAME**  
**House Cleaning**

**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: \_\_\_\_\_

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		255	25.00	280
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Please make cheques payable to: Your Name Services and send to your address				Subtotal: £130.00 Amount Due: £130.00
Other Information				
Thank You For Your Custom				

**Your name**  
**House Cleaning**

**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: \_\_\_\_\_


Quote is valid for 30 days from the above date.

Description	Qty	Price	Discount	Total
		£140	£40.00	£100
		£140	£40.00	£100
Please make cheques payable to: Your Name Services 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 terminated at any time				
Thank You For Your Custom				

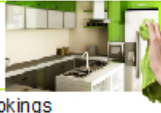
## WORK ORDER

<b>YOUR NAME</b> <b>House Cleaning</b>		
Location of work to be carried out at:		
Order Date:		
Tel. No:		
Location:		Start/Finish:
JOB DESCRIPTION:		MATERIALS REQUIRED:
LABOUR TIME REQUIRED		TOTAL: £
DESCRIPTION		

## LETTER HEADING

<b>Your name</b> <b>House Cleaning</b>		
Your company Name: Your street: Your town: Your Postcode: Your Tel:		
(Large blank area for letter content)		

## WEEKLY DIARY

<b>YOUR NAME</b> <b>House Cleaning</b>		
Monday	Date: .....	
Week bookings		
(Large blank area for weekly diary)		

## CALENDAR

<b>YOUR NAME</b> <b>House Cleaning</b>		
<b>YOUR NAME</b>		
<b>YOUR NAME</b>		
<b>YOUR NAME</b>		
<b>YOUR NAME</b> <b>House Cleaning</b>		
(Large blank area for calendar)		

AND

# MUCH MORE



**YOUR NAME House Cleaning**  
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Receipt for: \_\_\_\_\_ Date: \_\_\_\_\_

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

Cash ☐  
Check ☐

Thank you for your custom

Address Line 1  
Address Line 2  
Address Line 3  
Others

10% Off With This Receipt

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**MY Supplier's Contacts**

Supplier Name	Notes
<p><b>WATERGARDEN</b> Unit 10, Watlington Road, Watlington, Oxford OX11 1JL Telephone: 01235 401 412</p>	<p><b>NOTES</b> Open between 8am and 5.30pm Monday to Friday Delivery 4.00 to 4.30 Free delivery for orders 250</p>
	NOTES
	NOTES
	NOTES
	NOTES

## Best Value

Works with windows xp/vista/Seven 7










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**

The logo for KLG Design, featuring the letters 'KLG' in a large, bold, blue font with a white outline, and the word 'DESIGN' in a smaller, blue font with a white outline, positioned below 'KLG'.