

### → Client's Background

A leading UK retailer founded in 1884 with over 21 million people visiting their stores each month (at the time of writing). They sell clothing, food and homeware through over 600 stores nationwide, with head offices in central London, which is where these templates would be used.

### → Templates Required

PowerPoint templates in two versions with various sample slides available for users to edit or remove as required.

Additional templates included a Word application form, human resources templates (various page sizes and orientation), general office templates (a report in two page orientations), and inserts.

### → Project Details

The project came with supplied design layouts in PDF format (the ideal format). The templates were created with the client logo and colour scheme added as defaults, and a series of sample images and text placed in five additional slides.

### → Conclusion

The completed PowerPoint and Word templates were delivered to three different departments, including HR, with consultation and user guides supplied where required. After a short testing phase, the templates were signed off and put into general use.

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### → Services

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