

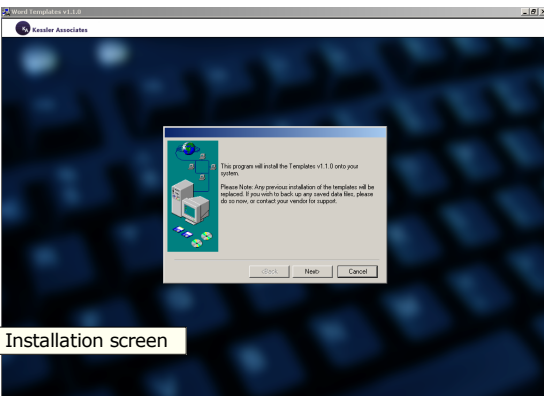
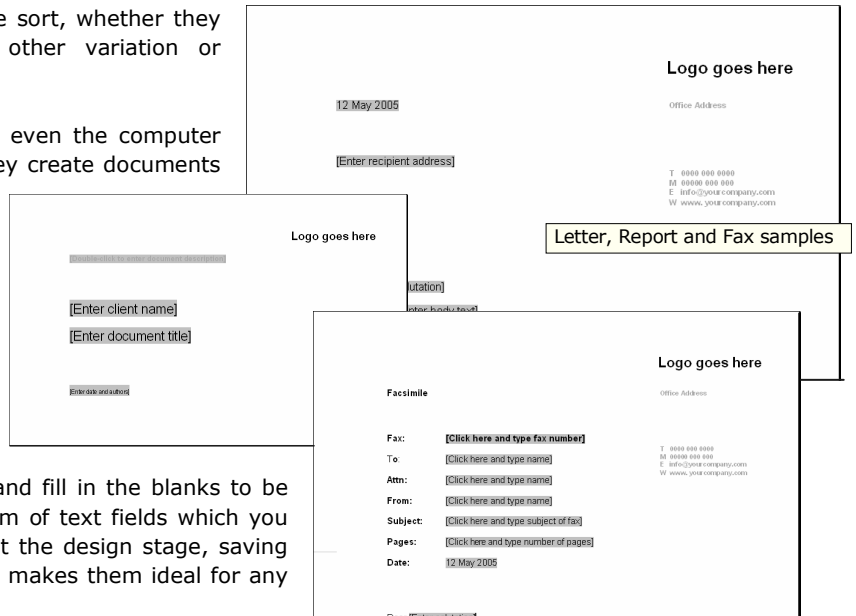
## Budget Templates

*Affordable starter-level templates for all businesses*

**Every company produces documents** of some sort, whether they are letters, faxes, memos, reports, or any other variation or combination of these.

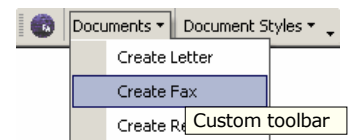
Not quite so many companies have the time or even the computer knowledge to be able to set up templates, so they create documents in an ad hoc fashion, with varying degrees of consistency. Such hit-and-miss documents rarely represent companies in the best possible light.

Document templates save you the time of having to set out all those little details that just have to be added to your output: from company logo and office contact details to company registration and VAT details. With a template, you only have to open up a new file and fill in the blanks to be able to create your document (usually in the form of text fields which you can overtype). Everything else is done for you at the design stage, saving you and your company a great deal of time. This makes them ideal for any smaller company or sole-trader.



Normally, templates are painstakingly matched by us to any existing company styling, but now you can enter the world of document templates at the most basic level. Budget Templates offer you the chance to create a document with a very typical, standardised layout design and typeface (shown above). All you need to do is supply us your company logo and office details and they will be added to the templates for you. Any other customisation requirements can also be carried out at this stage.

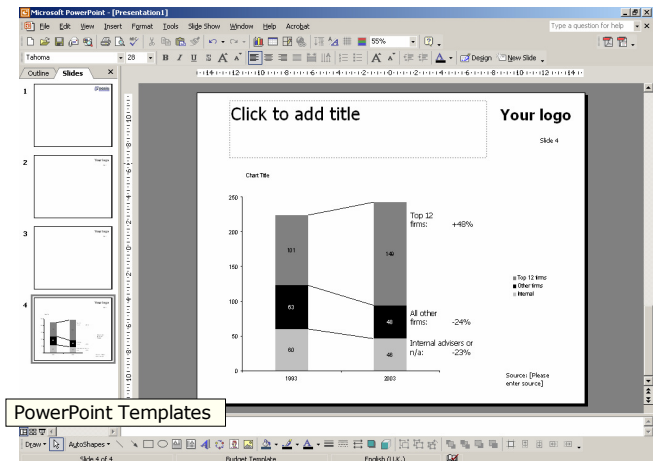
Installation on a PC is via a simple executable (EXE) package which ensures the templates are correctly installed on your system, as shown on the left.



Microsoft Word and you will see a custom toolbar from which you can start creating your documents. Click on the Documents tab and select the document of your choice, and the template will open up a brand new document for you. You don't even need to worry about accidentally overwriting the template itself. What could be more simple?

In addition, any level of customisation of the templates is possible at later stages, should you require it.

PowerPoint Templates can also be produced for you, and a basic-level template can be included along with the installation for your Word templates. Again, this can be customised to any degree for you.



Whatever you need, **Kessler Associates** has the solution.