

Word: Final Project

Your client is a landscaping company and would like you to prepare some documents for them. Except where indicated you can make up any information, for example you can name the company whatever you would like. All documents should look professional, have no spelling errors and be neatly organized. Examples of each type of document are available online.

1. **Blank letterhead** which includes the company logo (find a suitable image online), the company address, and phone number (use the school's address and phone number).

2. **A letter of introduction template** which would be sent to perspective clients. Should include

- A sales pitch which is aimed at people who currently do their own yard work
- Mention that company is experienced and has competitive prices.
- Include logo, phone number and address of company
- Block style
- Use mail merge to create a personalized version for all perspective clients

3. **An invoice sheet** which will be filled out in pen to give clients a breakdown of the services they have ordered with costs indicated.

- Logo, address and phone number of company written in.
- A way of indicating if it is a commercial or residential job
- A way of indicating if it is a one time or continuing job
- Space for name of client and their address and phone number
- Space for invoice #
- Space for date of invoice
- Space for date of service (or start of service)
- Space to describe job
- At least 5 spaces for different of materials, and way of indicating, # of item, cost of one item, total cost of those items, for example:

Material	#	Cost per item	Total for item

- A space to show total cost of materials
- Spaces to show cost of labour including type of labour, # of hours, cost per hour, and total cost of that labour.
- A space to show total cost of labour
- A space to show total cost before tax (often called sub-total)
- A space to show tax
- A space to show final price
- A space for signature of client and of technician
- All on 1 page

4. **A comment sheet** which can be filled out by clients and which will ask about the quality of the work done.

- Long and narrow form taking up half a page, double sided with back side being purely room for extra comments .
- Front page includes
 - Logo, address and phone number of company
 - Space for name of client
 - 5 appropriate questions with rating scale which clients can circle
- Back page consists of room for extra comments