

CDEV Templates

This document shows some of the templates and document creation systems we have delivered in recent years.

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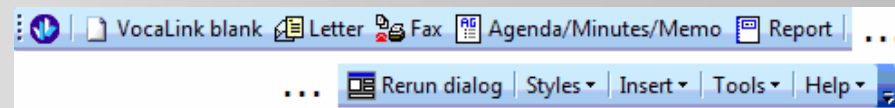
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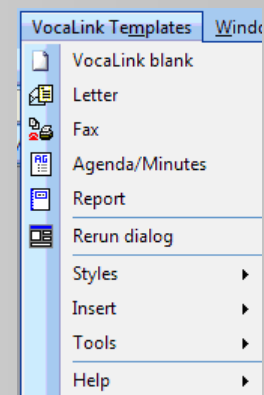
We generally supply a full suite of document templates: Letter, Fax, Memo, FileNote, Minutes, Agenda and Report. We show mostly letters in this gallery as the other templates follow the same principles as the Letter. Reports do have additional functions.

Creating a new document, the CDEV way...

- press a button on the CDEV provided Word quick access toolbar...



- OR select from the custom Menu ...



A new document is created, based on the selected template, and that template's custom Wizard is activated and displayed. The wizards have many features, generic features include:

- selectable office – one template covers all locations
- certain data pre-populated such as today's date
- data validated and the user warned of incorrect data
- data remembered for next use – minimal retyping
- data written into the document's properties (metadata) enabling powerful document searching
- wizards can be 'rerun' at any time - they are redisplayed with original data and any part of that data can be changed and the document re-populated
- Wizards make it quick and easy to create high-quality documents that conform to the corporate brand

Features specific to certain wizards are highlighted below.

Wizard

Smart Letter template V0.5

Recipient details

Name: Fred Jones
Job title: Manager
Company: Westwood
Address: East Ct, North Lane, London EC14 4RT
Dear: Fred

Letter details

Include logos - for plain paper & PDF
 No logos - for headed paper

Date: 19 November 2007
Reference: CJD/1
Dictionary: German (Germany)
Text language: German
Page size: Letter Legal A4
Subject: Financial Review

Closing

Mit freundlichen Grüßen
 Mit freundlichen Grüßen
 Other

enclosures: Accounts, Tax return
cc: Jane Jones, Astrid Knoll

Select office

City, Address: Düsseldorf, Postfach 105053
Company: PricewaterhouseCoopers AG
Set/refresh office

Sender details

Name: Chris Devrell
Job title: Manager
Direct Tel: 7865765
Mobile: 76578976867
Email: chris@cdev.co.uk

OK Cancel

Features

- Recipient details and Sender details saveable to private list
- Option for logos included or excluded from the document
- Selectable dictionary
- Text language selectable so that text like *Yours sincerely* is in the selected language.
- Selection of required paper size
- Select office from global list which in this case is read from an Excel spreadsheet

Document

PRICEWATERHOUSECOOPERS

PricewaterhouseCoopers AG
Postfach 105053
Düsseldorf
10511
Germany
Telefon (49) 211 2061 0
Telefax (49) 211 2061 1000
www.pwc.com

Fred Jones
Manager
Westwood
East Ct
North Lane
London E14 4RT

19 November 2007

Financial Review

Ich: Fred,

This is where the body text is typed... The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

Mit freundlichen Grüßen

Chris Devrell
Manager
Telefon 7865765
Bewegliches Telefon 76578976867
Email chris@cdev.co.uk

enc Accounts
Tax return

cc Jane Jones
Astrid Knoll

CJD/1

PricewaterhouseCoopers bezieht sich auf die der Mitgliedsfirma von PricewaterhouseCoopers Internationalen begrenzten, von der jede ein unabhängiges und
juridisch separates Rechtswert. Sie dürfen die Waren, Logos und Dienstleistungen.

Wizard

Barclays Letter Template

Recipient details Name: Fred Ishmail-Smythe Job title: Chief Negotiator Cmpny: ABNInc Addr: 123 est Ct East Way North Rd Hants SO15 6RT Dear: Fred		Letter details Brand: Bardays Private Equity Date: 19 November 2007 Our Ref: CJD/22 Your Ref: QQQ/899 Print to: <input checked="" type="radio"/> Plain A4 paper <input type="radio"/> Headed A4 without address <input type="radio"/> Headed A4 with address		Department details Department: Insolvency Address: 1 Churchill Place London E14 5HP Tel: 2345234 Fax: 24124	
Closing <input checked="" type="radio"/> Yours sincerely <input type="radio"/> Yours faithfully <input type="radio"/> Other		Legal Strapline Barclays Bank PLC. Regulated by the Financial Services Authority. Registered in England. Registered No: 1026167. Registered Office: 1 Churchill Place, London, E14 5HP <input checked="" type="checkbox"/> I verify this legal strapline			
Sender details Devrell, Chris <input type="button" value="Save"/> <input type="button" value="Delete"/> Name: Chris Devrell Job title: Manager EMEA Direct line: 0208 384854 Clearway: 0284 5757 Email: chris@cdev.co.uk		Fonts <input checked="" type="checkbox"/> Embed fonts - if you are sending the document to a user who does not have the Barclays fonts.			

Buttons: [?] [Cancel] [OK]

Features

- Validation of strap line
- Option to embed fonts for recipients who do not have this customers specific fonts.

Document

BARCLAYS
Private Equity

Insolvency
1 Churchill Place
London
E14 5HP
Tel: 2345234
Fax: 24124
www.barclays.com

29 November 2007

Fred Ishmail-Smythe
Chief Negotiator
ABNInc
123 est Ct
East Way
North Rd
Hants SO15 6RT

Our ref: CJD/22
Your ref: QQQ/899

Dear Fred

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.
The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.
The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.
The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.
The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

Yours sincerely

Chris Devrell
Manager
EMEA
Insolvency

Direct line 0208 384854
Clearway 0284 5757
chris@cdev.co.uk

Barclays Bank PLC. Regulated by the Financial Services Authority.
Registered in England. Registered No: 1026167. Registered Office: 1 Churchill Place, London, E14 5HP

Wizard

City of London Letter v0.1

Letter details

Date: 19 November 2007
 Your ref: ABE 32
 Our ref: 29111/CDJ/SE
 Subject: Westgate project

Select Department and Office

Department/Team: City Remembrancer's Office
 Address: City of London Marketing Suite, Basinghall Street
 Address: City Marketing Suite, PO Box 270, Guildhall
 Switchboard: 020 7606 3030
 VAT No. 1828384
 Credit line
 Charity No. File name in footer
 Second web: www.cityoffice.gov.uk
 DX: AB 242343

Footer logos (max 3)
 DETR1.bmp
 Disabled.jpg
 EuroSocialFund.png

Closing

Yours sincerely
 Yours faithfully
 Other

Cc: Jane Jones
 Astrid Davies
 Endosurge: Financial Report

Accessibility
 Default font
 Large font

Select or type a recipient

Chris Devrell
 Joe Brown

Save as: Joe Brown
 Title: Mr Firstnm Joe
 Surname: Brown
 Position: Manager
 Company: IBH Resources
 Address: 12 West St
 East way
 London
 Address lines = 7 (max 7)
 Salutation: Dear Joe P & C

Select or type sender details

Abe Smith
 Jane Jones
 PM

Save as: Jane Jones
 Title: Dr Firstnm Abe
 Surname: Smith
 Chief Officer/Member Sig block
 Qualifications: LLb
 Position: Director
 Direct line: 020 7332 1598
 Direct Fax: 020 7601 2714
 Email: paul.major@corpoflondon.gov.uk
 Team: Accounts
 Mobile: 07789 6465 36436
 Minicom
 BT Textdirect 18001 020 7332 1598
 Case officer: Joshua Green

About ? OK Cancel

Features

- Ability to select logos for the bottom right footer
- Option for letter to be created in large font to meet accessibility requirements
- Selectable department information
- Options for chief officer to have extra information at top right of letter
- Address length calculated and warning given if exceeds the size of the envelope window

Document

Director
 Abe Smith LLb


 CITY OF LONDON

Telephone: 020 7332 1598
 Mobile: 07789 6465 36436
 Website: 18001 020 7332 1598
 Fax: 020 7601 2714
 Email: paul.major@corpoflondon.gov.uk

Your ref: ABE 32
 Our ref: 29111/CDJ/SE

Case Officer:
 JOSHUA GREEN

DATE: 19 NOVEMBER 2007

Dear Joe

Westgate project

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

Yours sincerely

Dr Abe Smith
 Director
 Accounts

cc: Jane Jones
 Astrid Davies
 enc: Financial Report

City of London City Marketing Suite, PO Box 270, Guildhall
 London EC2P 2LJ
 Website: www.cityoffice.gov.uk
 VAT No. 1828384

DETR
 EUROPEAN UNION
 EUROPEAN COMMISSION
 INTERREG
 DETR

Wizard

Capita Symonds Letter template (Rerun)

<input type="checkbox"/> Get from Outlook <input type="checkbox"/> Mailmerge		Letter details <input checked="" type="radio"/> Include logo - for plain paper & PDF <input type="radio"/> Non-printing logo - for headed paper	
Name	Able Abbywise	Date	19 November 2007
Job title	Account Manager	Your Ref	ABE/12
Cmpny	Ministry of Fish	Our Ref	
Addr	11 Wills Way Pantheon London SW13 4RT	<input checked="" type="checkbox"/> Private and Confidential	
Dear	Able	Select office	London_Buch_DTI
Subject Financial Review			
Closing <input type="radio"/> Yours sincerely <input type="radio"/> Yours faithfully <input checked="" type="radio"/> Other Kind Regards		enclosures Accounts Tax Return cc Jane Jones Phil Smith	
Sender details Devrell, Chris		Name Chris Devrell Job title Manager Emea Tel 0208 976987 976 Fax 0304 176897689 Mobile 077 88768976 Email chris@cdev.cdev.co.uk	

OK Cancel

Features

- Recipient addresses from Outlook
- Mailmerge option creates the letter ready for mailmerge
- Note that Our Ref data is not provided and hence the Our Ref prompt does not appear in the Letter

Document

CAPITA SYMONDS
DEVELOPMENT, TRANSPORT AND INFRASTRUCTURE

19th November 2007 Your ref: ABE/12

Private and Confidential
Able Abbywise
Account Manager
Ministry of Fish
11 Wills Way
Pantheon
London
SW13 4RT

Dear Able

Financial Review

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

Kind Regards

Chris Devrell
Manager
Emea

Tel: 0208 976987 976
Fax: 0304 176897689
Mobile: 077 88768976
Email: chris@cdev.cdev.co.uk

enc Accounts
Tax Return

cc Jane Jones
Phil Smith

Bookham House, 24 - 30 Holborn, London EC1N 2LX.
Tel: 020 7870 8800 Fax: 020 7870 9299 www.capitasymonds.co.uk
Capita Symonds Ltd
Registered office: 11 Moyle Street, Manchester, Greater Manchester, M1 2JX. Registered in England No. 020540
Part of The Capita Group Plc. www.capita.co.uk

Wizard

LSC Letter Template Wizard (Rerun Wizard)

Letter details

Issue date 19 November 2007 *

Addressee name Dr R Test

Addressee job title Vice Chancellor

Addressee cpny West Park College

Addressee addr1 West Park

addr2 Lineham

addr3 Gwent

addr4 GW45 6RT

Dear Dr Test

Our ref CBD/1

Your ref

Subject of letter Westgate Project *

Office Kent and Medway

Creator name Chris Devrell *

Creator title Manager

Creator email chris@cdev.co.uk

Creator tel no. 0102 138484

Create with logo and box - for printing to plain paper and PDF

Create withOUT logo and box - for printing to headed paper

? OK Cancel

Features

- Each line of data is gathered and written in to the document metadata properties following the Dublin Core metadata guidelines

Document



Leading learning and skills

Dr R Test
Vice Chancellor
West Park College
West Park
Lineham
Gwent GW45 6RT

Date 19 November 2007
Our reference CBD/1

Dear Dr Test

Westgate Project

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

Yours sincerely

Chris Devrell
Manager
0102 138484
chris@cdev.co.uk

Learning and Skills Council Kent and Medway
26 Kings Hill Avenue Kings Hill West Malling Kent ME19 4AE
T 0845 019 4152 F 01732 876917 www.lsc.gov.uk

Wizard

Vodafone Letter

Form options
Display this form as: Basic function Full function

Letter Details
Date: 19 November 2007 Footer – subsequent pages
Our ref: CJD/1 Filename And Path
Your ref: FF/88
Conf: C4 STRICTLY PRIVATE & CONFIDENTIAL
Subject: WESTGATE PROJECT

First page logo: Print Display only
First page footer: Print Display only
Subsequent page logo: Print Display only None
 US Letter sized paper Mail merge letter Short letter

Vodafone Company Details
Select the Office
Vodafone House: The Connection
Newbury
Berkshire
Address: Vodafone House
The Connection
Newbury
Berkshire
PostCode: RG14 2FN
Country: England
Use DX DX 30829 Newbury 1
Select the Tel/Fax
Tel: +44 (0) 1635 33251
Fax: +44 (0) 1635 87978

CC & Enclosures
cc: Jim Brown
Ace Pallet
 Enc Accounts
Tax Return
 Encs

Recipient Details
Get Contacts Address
Recipient Name: Able Abbywise
Title: Mrs
Position: Account Manager
Company: Ministry of Fish
Address: 11 Wills Way
Pantheon
London
SW13 4RT
Dear: Able Omit

Sender Details
Select the sender
Devrell, Chris
Smith, Jane
Sender name: Chris Devrell
Job Title: Manager Omit
Department: Finance
Direct line: 01023 474745
Direct fax: 020304 74754
Mobile: 0778 484845
E-mail: chris@cdev.co.uk
Preferred signoff: Chris
Company: Vodafone UK Content Services Limited
Registered: Registered Office: Vodafone House, The Connection, Newbury
Dir. Name/Title: Print Display only None Omit all signoff

Closing
 Yours sincerely Other
 Yours faithfully None


Help OK Cancel

Features

- Option for simple (for new users) or full function wizard
- options for different footers
- customisable Confidentiality & Closing phrases
- selectable and saveable office addresses
- option for short letter with reduced white space

Document

Chris Devrell
Manager
19 November 2007



C4 STRICTLY PRIVATE & CONFIDENTIAL

Mrs Able Abbywise
Account Manager
Ministry of Fish
11 Wills Way
Pantheon
London
SW13 4RT

Dear Able

WESTGATE PROJECT

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

Yours faithfully

Chris
Manager

Enc: Accounts
Tax Return

cc: Jim Brown
Ace Pallet

Vodafone UK Content Services Limited
Finance
Vodafone House, The Connection, Newbury, Berkshire RG14 2FN, England
T +44 (0)1635 33251 F +44 (0)1635 87978 DX30829 Newbury 1 www.vodafone.com
Registered Office: Vodafone House, The Connection, Newbury, Berkshire RG14 2FN, England. Registered in England. Company No. 02030474754
chris@cdev.co.uk

Your ref: FF/88
Our ref: CJD/1
M: 0778 484845
T: 020304 74745
F: 020304 74754
chris@cdev.co.uk

Wizard

DVLA Fax

Select language
 English header
 Bi-lingual header

Fax details
 Date: 19 November 2007
 Pages: 5

DVLA PostCode
 FR67 7YH

OK Cancel

Addressee details
 Select an addressee

A Brown	Name	Peters, Mr F
Brown, A	Address	2 Pointout Close Bassett Southampton SO16 7LS
Devrell, Mr A J	<< Add to list	
Devrell, Mr C	Delete from list	
Devrell, Mr J		
Devrell-Breese, Mr A J		
J Smith		
Peters, Mr F	Fax number	0987-245345

Author information
 Select an author


Devrell, C	Name	C Devrell
Smith, P	Sign-off name	Mr C Devrell
Wyatt, A	Unit/Section/Director	External and Corporate Se
	Location	room 5
	Tele	8345-36565
	Fax	436-45646
	Web site	http://www/dfj df.df.dfv.

Features

- selectable multi-lingual header

Document

Aiantaeth Treiddedu Gyrrwr a Cherbydau
 External and Corporate Services Director
 Longview Road
 Abertawe
 FR67 7YH



Driver and Vehicle Licensing Agency
 External and Corporate Services Director
 Longview Road
 Swansea
 FR67 7YH

Ffôn/Telephone: 01792 788345-36565
 GŪN: 1213 8345-36565
 Ffacs/Fax: 01792 78436-45646
 Telex/Telex: 48 102

Dyddiad/Date: 19 Tachwedd 2007
 19 November 2007

FAX / FFACS

To / At: Peters, Mr F
 2 Pointout Close
 Bassett
 Southampton
 SO16 7LS

Fax number / Rhif y cyflunydd: 0987-245345

From / Oddi wrth: Mr C Devrell

**Number of pages including this one
 Nifer y tudalennau gan gynnwys hon:** 5

Message / Neges:

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.
 The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.
 The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.
 The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.
 The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.
 The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

DVLA welcomes correspondence in Welsh or English
 Mae DVLA yn croeso i chi ysgrifennu i ni yn Gymraeg neu'n Saesneg

Wizard

UIB Note template

File

- Internal meeting
- External meeting
- Telephone
- Minutes
- Memo

Note details

Date: 19 November 2007

Client: IBH Inc

Location: Room 213

Time: 12:00

Subject: Westgate Project

Author: Chris Devrell

Present: Jane Jones, Phil Brown

Circulation: Finance Committee, Development Committee

Help OK Cancel

Features

- One template wizard produces six types of document due to the fact that these documents are essentially the same in their style and layout
- The data entries are specific to the document type

Document

UIB

External Meeting

Date 19th November 2007

Client IBH Inc

Location Room 213

Time 12:00

Subject Westgate Project

Author Chris Devrell

Present Jane Jones
Phil Brown
Ace Green
Brian Davies

Circulation Finance Committee
Development Committee

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

* \\media\user\m57\lib\template\other\comp\in\club\IBNote.doc / 1

Wizard

Features

- One template wizard produces three types of document due to the fact that these documents are essentially the same in their style and layout
- The advantage of this is that say an Agenda document is created then after the meeting that document can be opened, the wizard rerun, and the document converted into Minutes with all the relevant information still in place making it very quick to convert an Agenda to a Minutes.

Document

Wizard

Document

Milsted Langdon Document Menu (OPEN)

Search for and select client

Client name or code: C1 Include lost clients

Code	Client	Address	Town City	Office	Par	Man	Tax
CODE	CLIENT NAME	CLIENT ADDRESS1;ADDRE	CITY	Taunton	PAR	MAN	TAX
C1400	Cartier West	Abbey Square;Edinburgh;	Edinburgh	Yeovil	CFR	FRE	TT1
C1987	Carrot Trees	Finsbury Close;Westminet	Weston	Bristol	XYZ	WWQ	TT3
C11223	Westgate Solicitors	Effingham Rd;Salisbury;RC	Salisbury	Bristol	PPP	MAN	Tax
C1330R	Carver Knowles	12 West Court;London;EC	London	Taunton	ABC	DEF	GHI

Client address

Private and Confidential

Addressee: Wentworth Jones

Client: Carver Knowles

Address: 12 West Court
London
EC14 4RT

Tele: 03848747 8358

Fax: 0123 495986

Letter Date: 19 November 2007 Subject: Westgate Project

Fax Your ref: WW/1 Dear: Wentworth

Filenote Our Ref: C1330R\ABC\DEF Cont header: Carver Knowles

Office: Taunton From: Chris Devrell

Hdr/footer: Milsted Langdon

Save document as

Folders	a	11	abc	Prefix	Type	Date
	b	22	def	LET	CLIENT	19112007
	c	33				.doc

C:\aaDownload\ML\Carver Knowles\11\abc\LET-CLIENT-19112007.doc

Features

- Reading from a database the clients matching the client code are displayed in a list
- The selected client yields address, office and reference information
- Selectable document to be created: Letter, Fax, Filenote
- Document path and name semi-automatically generated to store the document in the client folder

MILSTED LANGDON
Winchester House, Castle Lane, Taunton, TA1 2JH

Telephone: 01274 451244 Fax: 01274 451245
PO Box 11, Taunton, Somerset
Email: admin@milstedlangdon.co.uk
Website: www.milstedlangdon.co.uk

Private and Confidential

Wentworth Jones
Carver Knowles
12 West Court
London
EC14 4RT

Tel Ref: WW/1
Our Ref: C1330R\ABC\DEF

19 November 2007

Dear Wentworth
Westgate Project

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.
The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.
The quick brown fox jumps over the lazy dog.

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.
The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.
The quick brown fox jumps over the lazy dog.

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.
The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.
The quick brown fox jumps over the lazy dog.

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.
The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.
The quick brown fox jumps over the lazy dog.

Chris Devrell

MILSTED LANGDON
Winchester House, Castle Lane, Taunton, TA1 2JH
Telephone: 01274 451244 Fax: 01274 451245
PO Box 11, Taunton, Somerset
Email: admin@milstedlangdon.co.uk
Website: www.milstedlangdon.co.uk

Wizard

Norwich Union Tender template

Tender type
 CST > £500K non-CST < £500K GPP Stakeholder VMPP

Tender details

Product: Designer Group Personal Pension
 Company: IGN Inc.
 Adviser: Chris Devrell
 Date: 19 November 2007
 Author: Jane Jones
 Address: 12 West Ct, East Way, London, EC14 5RT
 Ref no.: AD/123

Type (or drop-down and select) key requirements
 Increased employee retention and motivation
 A wide range of investment funds to choose
 The ability to choose from funds managed by

Select required modules

- 1. Front page
- 2. Introduction
- 3. Brief summary
- 4. About Norwich Union
- 5. Norwich Union's simplification strategy <GPP>
- 6. Communicating benefits to employees
- 7. Scheme installation – Professional project management from start to finish <PPMS>
- 8. Scheme installation – Professional project management from start to finish <Non-PPMS>
- 9. Scheme installation – A quick and easy process
- 10. Online scheme management – Accuracy and efficiency through e-billing
- 11. Scheme administration <Advisers>
- 12. Scheme administration <EBCs>
- 13. Morley Fund Management
- 14. Lifestyling
- 15. LifeStyling addon <Stakeholder with EBC from Watson Wyatt, Hewitts, Towers Perrin and Mercer only>
- 16. LifeStyling addon <Stakeholder with adviser or EBC from company not listed above only>
- 17. Socially responsible investment
- 18. The With-Profit Fund
- 19. Investment funds – An introduction
- 20. External fund links
- 21. The "Designer" Group Personal Pension
- 22. The "Designer" Group Stakeholder Pension
- 23. The Variable Money Purchase Plan
- 24. Our terms
- 25. Summary <PPMS>
- 26. Summary <Non-PPMS>
- 27. Back page

Get images for Our Terms sections
 Browse for image to add to list...
 Our Terms image list
 Anabl.jpg
 Use buttons to move up/down/remove


OK Cancel

Features

- Select type of pension and then certain mandatory sections are pre-selected.
- Select other sections as required
- The document created is complete and locked against change. The wizard can be rerun to change any aspect and recreate the document.

Document

Tender presented by Norwich Union



Designer Group Personal Pension

Prepared for IGN Inc.
Adviser Chris Devrell
Date 19 November 2007
Prepared by Jane Jones
 12 West Ct
 East Way
 London
 EC14 5RT
Reference number AD/123

Disclaimer and Confidentiality

Norwich Union Life has used all reasonable endeavours to provide accurate information within this proposal but we do not give any warranties as to the accuracy of the information supplied and the content of this proposal shall not be treated as legally binding on us.

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Wizard

Features

- Select colour scheme – all styles and graphics set to selected colour
- Select product – graphics and text for the product used
- Wizard has multiple pages for each part of data entry

Document

Wizard

Redstone Sales Proposal Template V3.0

Client details

Client name: National Provincial Holdings International plc
 Title: Broadband Intranet Backup Network through 200 compliance
 Date: 20 November 2007
 Version: 1.0
 Client logo: No client logo Insert logo from file To be Copied/Pasted directly into document
 Select Partner logos(s): Avaya AWAYA_BP
 Select Redstone logo: Telecom

Redstone details

Prepared by: Name	Title	Supported by: Name	Title
J Jones	Exec Director	A Walks	Director
S SMith	Manager	G Green	Officer

Paper options

Body pages:
 Plain paper: print all Redstone logos
 Pre-printed paper: print no Redstone logos

Title page:
 Plain paper: print all Redstone logos
 Pre-printed paper: print no Redstone logos

Proposal content - Select Required Sections and Subsections

To include a Section check the Section checkbox. If the Section has optional subsections select the one required. Save sections as separate documents

Section	Subsection
<input checked="" type="checkbox"/> REDSTONE INTRODUCTION	
<input checked="" type="checkbox"/> MANAGEMENT SUMMARY	
<input checked="" type="checkbox"/> ABOUT REDSTONE PLC	<input checked="" type="radio"/> Education <input type="radio"/> One Desktop <input type="radio"/> Wireless
<input checked="" type="checkbox"/> UNDERSTANDING OF CUSTOMER REQUIREMENT	
<input checked="" type="checkbox"/> SOLUTION OVERVIEW	<input type="radio"/> One Desktop <input checked="" type="radio"/> Wireless <input type="radio"/> Smart B
<input checked="" type="checkbox"/> DETAILED TECHNICAL OVERVIEW	
<input type="checkbox"/> PROJECT IMPLEMENTATION AND MANAGEMENT	

Preview of Subsection text
 Wireless
 Text...

Cancel OK

Document

Proposal To
 syngenta **National Provincial Holdings International plc**

For
 Broadband Intranet Backup Network through 200 compliance

Date: 20 November 2007
 Version: 1.0

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SECTION 5. SOLUTION OVERVIEW	1
SECTION 6. DETAILED TECHNICAL OVERVIEW	1

redstone

Features

- select client logo for header & partner logos for footer
- select document sections and sub sections
- fully styled document is created with cover page, Table of Contents, headers and footers all in place together with select content