

## CDEV Client Templates

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

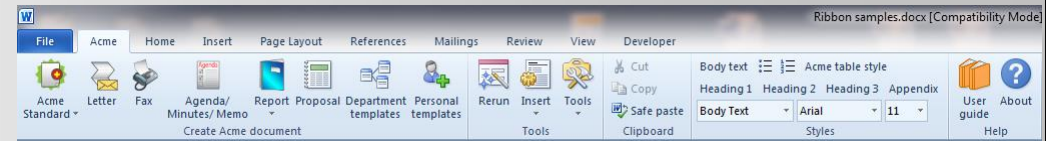
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We generally supply a full suite of document templates: Letter, Fax, Memo, FileNote, Minutes, Agenda, Proposal and Report. We show mostly letters in this gallery as the other templates follow the same principles as the Letter. Reports and Proposals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

## Creating a new document, the CDEV way...

- press a button on the CDEV provided Word custom ribbon...



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: Westeood  
 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

Devrell, Chris

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  
 40041  
 Germany  
 Telefon [49](211) 981 0  
 Telefax [49](211) 981 1000  
 www.pwc.com

Fred Jones  
 Manager  
 Westeood  
 East Ct  
 North Lane  
 London EC14 4RT

19 November 2007

**Financial Review**

Lieb 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 basiert sich das auf Netz der Mitgliedsfirme von PricewaterhouseCoopers Internationalen begrenzten, von dem jedes ein unterschiedliches und unabhängiges zugelassenes Wesen ist. Standesamt 123 Weststr. London Großbritannien.

## Wizard

**Barclays Letter Template**

<b>Recipient details</b> Name: Fred Ishmail-Smythe Job title: Chief Negotiator Cmpny: ABNInc Addr: 123 est Ct East Way North Rd Hants SO15 6RT Dear: Fred		<b>Letter details</b> Brand: Barclays 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		<b>Department details</b> Department: Insolvency Address: 1 Churchill Place London E14 5HP Tel: 2345234 Fax: 24124	
<b>Closing</b> <input checked="" type="radio"/> Yours sincerely <input type="radio"/> Yours faithfully <input type="radio"/> Other		<b>Sender details</b> Devrell, Chris Name: Chris Devrell Job title: Manager EMEA Direct line: 0208 384854 Clearway: 0284 5757 Email: chris@cdev.co.uk			
		<b>Legal Strapline</b> 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		<b>Fonts</b> <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**

19 November 2007

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

Tel: 2345234  
Fax: 24124  
www.barclays.com

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  
 Enclosures: 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  
 Address lines = 7 (max 7)  
 East way  
 London  
 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

  
**CITY OF LONDON**

Telephone 020 7332 1598  
 Mobile 07789 6465 36436  
 Minicom 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.

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 2EJ  
 Switchboard 020 7606 3030  
 www.cityoflondon.gov.uk

DX AB 242343  
 www.cityoffice.gov.uk  
 VAT No. 1828384

## Wizard

Capita Symonds Letter template (Rerun)

<input checked="" type="checkbox"/> Get from Outlook <input type="checkbox"/> Mailmerge	
Name	Able Abbywise
Job title	Account Manager
Compny	Ministry of Fish
Addr	11 Wills Way Pantheon London SW13 4RT
Dear	Able

Letter details	
<input checked="" type="radio"/> Include logo - for plain paper & PDF <input type="radio"/> Non-printing logo - for headed paper	Date
	19 November 2007
Your Ref	ABE/12
Our Ref	
<input checked="" type="checkbox"/> Private and Confidential	
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	
<input checked="" type="checkbox"/> Devrell, Chris	Name: Chris Devrell
	Job title: Manager Emea
	Tel: 0208 976987 976
	Fax: 0304 i76897689
	Mobile: 077 88768976
	Email: chris@cdev.cdev.co.uk

Buttons: ? 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.

Kind Regards

**Chris Devrell**  
 Manager  
 Emea

Tel 0208 976987 976  
 Fax 0304 i76897689  
 Mobile 077 88768976  
 Email chris@cdev.cdev.co.uk

enc Accounts  
 Tax Return

cc Jane Jones  
 Phil Smith

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 cpany: 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](http://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 Co  
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


Buttons: 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. 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 DX 30829 Newbury 1 www.vodafone.com  
Registered Office: Vodafone House, The Connection, Newbury, Berkshire RG14 2FN, England. Registered in England No. 4064826

Your ref: FF/88  
Our ref: CJD/1  
M 0778 484845  
T 01023 474745  
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
Devrell, Mr A J		Bassett
Devrell, Mr C		Southampton
Devrell, Mr J		SO16 7LS
Devrell-Breese, Mr A J		
J Smith		
Peters, Mr F		

<< Add to list  
 Delete from list

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.


<< Add to list  
 Delete from list

Features

- selectable multi-lingual header

Document

Asiantaeth Trwyddedu Gyrwyr a Cherbydau  
 External and Corporate Services Director  
 Longview Road  
 Abertawe  
 FR07 7YH



Driver and Vehicle Licensing Agency  
 External and Corporate Services Director  
 Longview Road  
 Swansea  
 FR07 7YH

Ffôn/Telephone 01702 788345-30505  
 GTN 1213 8345-30505  
 Ffacs/Fax 01702 78430-45646  
 Telecs/Telex 48102

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.

DVLA welcomes correspondence in Welsh or English  
 Mae DVLA yn croesawu gohebiaeth yn y Gymraeg neu'r 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

- 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

## Features

## 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.

c:\data\word97\template\cdev\isamples\uib filenote.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:   Include lost clients

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

Client address

Private and Confidential

Addressee:

Client:

Address:

Tele:

Fax:

**Letter**

Date:

Your ref:

Our Ref:

Office:

Hdr/footer:

Subject:

Dear:

Cont header:

From:

Save document as

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

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, Desine Gate Avenue, Taunton, TA1 2UH

Telephone: 01823 445566 Fax: 01823 445555  
DX 97181 Taunton Blackbrook  
email: advice@milsted-langdon.co.uk  
Website: www.milsted-langdon.co.uk

**Private and Confidential**

Wentworth Jones  
Carver Knowles  
12 West Court  
London  
EC14 4RT

Your 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.  
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

Also at BRISTOL and YEovil  
Partners: Nigel Bailey\*, Tim Close\*, Simon Denton\*, Nigel Fry\*, Steve Horton\*, Roger Isaacs\*, Jonathan Langdon\*, Nigel Moyses\*, Richard Plunkett, Gary Salter\*, Tony Satter\*, Brian Yates.  
Directors: David Jacobs\*, Jon Stocker, \*Chairman: Simon Milsted\*, \* member of ICAEW

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

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

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

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



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.

Information contained should be treated as confidential and may be used by you solely for the purposes of evaluating this proposal and in any subsequent contract negotiations with Norwich Union Life.



## Wizard

WritelImage CSB

Select color

- Red
- Blue
- Green
- Grey
- Yellow
- Dark blue

Customer details

Name | IBH In.

No. of employees | 100-5,000

Web site | www.ibh.com

Partner details

Name | Synergy Inc.

Document details

Partner logo

Customer logo


Date published | November 2007

Product

Select product type


- MBS
- MCSE
- Microsoft Learning
- Microsoft Server
- Microsoft Services
- MSA
- MSPP
- MTC

Title (85 chars) | Microsoft Certified Systems Engineer Case Study

Logo | 

Boilerplate title | Microsoft Certified Systems Engineer

Boilerplate text | Microsoft Certified Systems Engineers (MCSEs) design and implement the infrastructure for business solutions based on the Microsoft Windows 2000 platform and Microsoft Windows Server System.


Picture | 

Cancel OK < Back Next >


## 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

 ProductTitle 23:49:53 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec

DocumentTitle 23:49:53



DocumentIntroduction 23:49:53

DocumentFirstPara 23:49:53

Business Needs

Solution

Benefits

Customer: CustomerName 23:49:53  
 Web Site: CustomerURL 23:49:53  
 Customer Size: 100-5,000  
 Country or Region: OverviewCountry 23:49:53  
 Industry: OverviewIndustry 23:49:53  
 Partner: PartnerName 23:49:53

Customer Profile


Software and Services


- Technologies
  - ActiveX Data Objects
  - C#
  - C++
  - Clustering

Hardware

- ProductHardware1 23:49:53 Log
- ProductHardware2 23:49:53 Log
- ProductHardware3 23:49:53 Log
- ProductHardware4 23:49:53 Log

For more information about other Microsoft customer successes, please visit: [www.microsoft.com/casestudies](http://www.microsoft.com/casestudies)

 Word templates | development | solutions  
www.cdev.co.uk



## 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  AVAYA\_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

## 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

## Document

Proposal To

**National Provincial Holdings International plc**

For  
 Broadband Intranet Backup Network through 200 compliance

Date: 20 November 2007  
 Version: 1.0

**CONTENTS**

Section	Page
SECTION 1. REDSTONE INTRODUCTION	1
SECTION 2. MANAGEMENT SUMMARY	1
SECTION 3. ABOUT REDSTONE PLC	1
SECTION 4. UNDERSTANDING OF CUSTOMER REQUIREMENT	1
SECTION 5. SOLUTION OVERVIEW	1
SECTION 6. DETAILED TECHNICAL OVERVIEW	1

redstone



## Multi-page Wizard

	Qty	Total Monthly Rate	Total Installation
Access Circuits	22	\$ 2889.00	\$ 31200.00
Ports	60	\$ 1468.00	\$ 9830.00
DLCI Port		\$ 0.00	N/A
Options		\$ 0.00	\$ 0.00
<b>Proposed Total</b>		<b>\$ 4357.00</b>	<b>\$ 41030.00</b>

## Document

## Features

- data validated and user can go back to a previous panel to change a data input
- the panel sequence and content varies according to the users inputs
- sophisticated calculations incorporated into the panels
- wizards can be made re-runnable whereby all the users inputs are remembered so that an identical document can be created, or the existing document altered, without having to re-enter all the data
- documents are assembled using the data and built-in rules to create a document that reads like it has been hand-written and targeted at the specific client and their requirement

Wizard

Unilever News Release

News Release details

Year: 2004, 2005, 2006, 2007, **2008**, 2009, 2010

Quarter (in words): First

Select quarter:  Q1,  Q2,  Q3,  Q4

Dates

End of this quarter: 2 April 2005

Next announcement date: 4 August 2005

End of last year: 31 December 2004

Announcement date: 6 May 2005

End of this quarter in prior year: 27 March 2004

Unilever logo, Help icon, OK, Cancel

Features

- create financial report with all the correct phrases for the Year and Quarter selected
- important dates are populated through the document
- wizard can be rerun to make any changes

Document

Unilever logo

Press Office  
Unilever PLC, Unilever House, Blackfriars, London, EC4P 4DF  
Tel: +44 (0)20 7822 6505/6210 Fax: +44 (0)20 7822 6511  
E-mail: press-office.london@unilever.com Web: www.unilever.com

Embargoed: Not for publication or broadcast before 0700hrs, 6 May 2005

**News Release News Release News Release News Release**

**UNILEVER RESULTS FIRST QUARTER 2008**

Lorem ipsum dolor sit amet, consectetur adipiscing elit sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim adminim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip exa commodo consequat.

**FINANCIAL HIGHLIGHTS**  
(unaudited)

€ million	First Quarter 2008		
	Current rates	Current rates	Constant rates
Turnover			
Operating profit			
Pre-tax profit			
Net profit			
EPS NV (Euros)			
EPS PLC (Euro cents)			

**KEY FEATURES OF THE QUARTER**

- Lorem ipsum dolor sit amet, consectetur adipiscing elit sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.
- Lorem ipsum dolor sit amet, consectetur adipiscing elit sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.
- Lorem ipsum dolor sit amet, consectetur adipiscing elit sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.
- Lorem ipsum dolor sit amet, consectetur adipiscing elit sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

**CHIEF EXECUTIVE'S COMMENT**

Lorem ipsum dolor sit amet, consectetur adipiscing elit sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim adminim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip exa commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero zzril dclent augue dui dolere te feugiat nulla facilisis.

Patrick Cascau  
Group Chief Executive

6 May 2005

Unilever logo and icons at the bottom