

Glass Project Management System

- AFFORDABLE** - Various options to suit your budget - No comparison to the price of project management software
- EASY TO USE** - Templates are all in place, you just fill in the necessary information and reap the rewards
- UPGRADABLE** - All spreadsheets are in Microsoft Excel, so are easily upgraded and interchangeable
- INFORMATIVE** - Once you have inputted your information, it will produce various charts, stickers and schedules
- ACCURATE** - It will keep on supplying you with valuable statistics and data, to run your company successfully

Telephone: 0207 4367 2390	City/Town: Sillyville
Fax:	Post Code: SI2 2LY
Mobile: 0754 345 6780	
Email: andrew.smith@gmail.com	
Site Details	
Company: Mr Smith	Address 1: 1 Silly Street
	Address 2: Silly Place
Contact: Andrew Smith	Address 3:
	Address 4:
Telephone: 0207 4367 2390	City/Town: Sillyville
Fax:	Post Code: SI2 2LY
Mobile: 0754 345 6780	
Email: andrew.smith@gmail.com	
Site Special Instructions:	
DESCRIPTION: Mansion Splashbacks	
5 - 2350 x 900 & 3 - 1432 x 900 Back painted 6mm clear toughened glass with 8 cutouts. All supplied and fitted on site.	
NOTES:	

Input the contact details and a description of the job. This means that you will always have all the details at your fingertips; no more searching for information.

If you are doing splashbacks, there is a handy price calculator, which saves you time.

01 May 2013 Date							ENG: 1234		
Qty	Glass Type	Sizes	Paint Type	Colour Code	Cut Outs	Cut Out Price	Raking	Price Exc VAT	
5	6mm Toughened Glass	2350 x 900	RAL	9910	5	£10.00	No	£1,286.35	
3	6mm Toughened Glass	1432 x 900	RAL	9910	1	£15.00	No	£423.91	

We acknowledge with thanks your recent enquiry for the supply of material in connection with your project, This quotation is valid for a period of 30 days from the date of this quote.

To supply and fit to your prepared grounds/openings during normal working hours with easy access. Date to be confirmed.

DIMENSIONS & SPECIFICATIONS

5	x	6mm Toughened Glass	-	2350	x	900	-	RAL	9910	-	5	Cut Outs
3	x	6mm Toughened Glass	-	1432	x	900	-	RAL	9910	-	0	Cut Outs

A quote for the splashbacks is automatically generated from the price calculator. There is also an option for a bespoke quote should you do a more customised job.

There is a place to keep track of all hardware, this will help you ensure that all materials are ordered and available.

COMPANY NAME									
T: +44 (0) ??? ??? ???? F: +44 (0) ??? ??? ???? E: email@thecompany.com W: www.thecompany.com									
ENG 1234									
HARDWARE CHECK LIST									
Qty	Unit	Description	Code	Supplier	O/N	Quoted	Ordered	Ready	Status
5		White Silicone Sealant	SIL123	Mr Silicone	4322	01/05/13	02/05/13	03/05/13	Ordered

COMPANY NAME

T: +44 (0) ??? ???? F: +44 (0) ??? ???? E: email@thecompany.com W: www.thecompany.com

Supplier:

GLASS CHECK LIST

Qty	Thick	Type	Size	Cutout / Holes	Quoted	Ordered	Ready	Status
5	6	Clear Tough Paint	2350 x 900	5 Cut (RAL 9910)	01/05/13	02/05/13	09/05/13	Ordered
3	6	Clear Tough Paint	1432 x 900	3 Cut (RAL9910)	01/05/13	02/05/13	09/05/13	Ordered

Insert the specifications of the glass that is required for the job. This will not only keep track of what glass has been ordered, but it will also supply information for items, such as stickers, to label the glass.

Insert your required payment details, this will help you keep on top of the finances.

Total Excluding VAT	£3,710.26
VAT @ 20 %	£742.05
Total Including VAT	£4,452.31

PAYMENT LAYOUT		Invoice
Deposit	60 % Deposit, by return prior to manufacturing.	100214
3rd Interim	30 % On completion of manufacturing, prior to fixing on site.	0
Final	10 % On completion, payment due on invoice.	0

PURCHASE ORDER NO: 1234 / 4321

1: PLEASE ENSURE OUR PO & ENG NUMBER IS ON ALL INVOICES TO AVOID PAYMENT DELAY

PROJECT NAME: Mr Smith

DATE: 02/05/2013	DELIVERY ADDRESS: Office Address	Office Address Line 1
ATTENTION: Salesman	Office Address	Office Address Line 1
COMPANY: Mr Glass Supplier		Office Address Line 3
ENG REF: 1234		Office Address Town/City
ORDERED BY: My Name		Office
COLLECTION/DELIVERY: Deliver Please	DATE REQUIRED BY: 09/05/2013	

Qty	Item Description	Unit Price	Total
	6mm Clear Toughened Glass - PAR Backpainted with RAL 9910		
5	2350 x 900 - 5 Cutouts		£950.00
3	1432 x 900 - 3 Cutouts		£420.00

Easy to use purchase order templates make ordering materials easy. This means that all the orders for each job are in one place and under control.

One summary of all of the purchase orders in one place. Keeps everything organised and hassle-free.

ENG 1234

PURCHASE COSTING LIST

Order #	Description	Category	Supplier	Sub Total	VAT	Total Inc VAT	Paid	Date Paid
1234 / 4321	6mm Clear Toughened Painted	Glass	Mr Glass Su	£1,370.00	£274.00	£1,644.00	100 %	2/5/13
1234 / 4322	White silicone	Sundry	Mr Silicone	£18.00	£3.60	£21.60	%	Account
1234 / 4323	1 Day labour	Labour	Subcontract	£450.00	£90.00	£540.00	%	

Glass	£1,500.00
	£1,500.00
Hardware (Fittings, Hinges, Handles)	£0.00
Labour	£500.00
	£500.00
Consultants (Surveys, Engineer, RAMS)	£0.00

It even has the function to input your costings which you used to do the quote. This not only helps you stay in budget, but also gives you very handy financial data upon completion of the job.

Stage	Plan Date	Comp	Notes/Details
Purchase Order Rec.	30-Apr-13	● Yes	
Deposit Issued	30-Apr-13	● Yes	60 % Deposit, by return prior to manu
Deposit Paid	01-May-13	● Yes	
Site Survey	N/A	### No	
Drawings Issued	N/A	### No	
Drawings Approved	N/A	### No	
2nd Interim Issued	N/A	### No	
2nd Interim Paid	N/A	### No	
Engineer Cals	N/A	### No	
RAM Requested	N/A	### No	
RAM Received	N/A	### No	
Glass Ordered	02-May-13	● Yes	
Glass Arrived	10-May-13	● No	
Hardware Ordered	02-May-13	● Yes	
Hardware Arrived	10-May-13	● No	
Start Installation	13-May-13	● No	
Complete Installation	13-May-13	● No	
3rd Interim Issued	10-May-13	● No	30 % On completion of manufacturin
3rd Interim Paid	13-May-13	● No	
Job Completed	13-May-13	● No	

Keeping to the program is vital. This easy to use organiser will help you to keep ahead of the schedule. The colours will automatically change, depending on the time frame, therefore making it easy to see what is due. You are also able to indicate what has been done and what is still outstanding.

This useful client programme is automatically generated from your project schedule, it is easily converted to pdf in order to send to the client to keep them updated.

Date	Project Events	
30/04/13	Order issued by Andrew Smith.	Complete
30/04/13	60 % Deposit, by return prior to manufacturing. Now due. Paid in Full!	Complete
01/05/13	Deposit to be paid by this date	Complete
02/05/13 (Week Of)	Commencement of manufacturing (please note manufacturing time can vary)	Complete
10/05/13 (Week Of)	30 % On completion of manufacturing, prior to fixing on site. Now due.	
13/05/13	3rd Interim due no later than this date	
13/05/13 (Week Of)	Installation on site	
13/05/13 (Week Of)	Inspection & handover certificate completed by client's representative prior to LGC leaving site	
13/05/13 (Week Of)	Completion of project	
14/05/13 On Completion	10 % On completion, payment due on invoice.	

COMPANY NAME		Fill in these details	
Company Street, Company Town, CO1 2MP Accounts: 0123 456 7890			
Mr Smith		Total Job Amount Exc VAT:	£3,710.26
Silly Street		Invoice Number:	100214
Silly Place		Invoice Amount Exc VAT:	£2,226.16
		Invoice Date:	30 April 2013
Sillyville		Invoice Number:	100214
S12 2LY		Invoice Amount Exc VAT:	£2,226.16
		Invoice Date:	30 April 2013
Qty Details		Unit	Net
Our Reference: ENG 1234		Paid in Full!	
Site Address:			
1 Silly Street, Silly Place, Sillyville, S12 2LY			
Job Specification: Mansion Splashbacks.			
5 - 2350 x 900 & 3 - 1432 x 900 Back painted 6mm clear toughened glass with 8 cutouts. All supplied and fitted on site.			

Invoices that are virtually automatically created. Just fill in the 4 sections on the right, and the whole invoice is ready to go out and generate income.

This very important fitter's sheet is generated for the sole function of giving the fitter all the information which he requires for the job. Just add some drawings and you are good to go. The customer sign off sheet and snag list are also automatically generated.

Job No: 1234		Mansion Splashback						
Material Location: 0		5 - 2350 x 900 & 3 glass with						
Company	Mr Smith	0						
Contact	Andrew Smith	0						
Telephone	0207 4367 2390	0						
Fax	0	0						
Mobile	0754 345 6780	0						
Email	andrew.smith@gmail.com	0						
Site Address 1	1 Silly Street	0						
Site Address 2	Silly Place	0						
Site Address 3		0						
Site Address 4		0						
City / Town	Sillyville	0						
Post Code	SI2 2LY	0						
Planned Installation Start Date: 13-May-13		0						
GLASS LIST								
Qty	Thick	Type	Size	Cutout/Holes	Status	Qty	Thick	T
5	6	Clear Tough Paint	2350 x 900	5 Cut (RAL 9911)	Ordered	0	0	
3	6	Clear Tough Paint	1432 x 900	3 Cut (RAL9911)	Ordered	0	0	
0	0					0	0	

ENG: 1234	Cut Holes	5 Cut (RAL 9910)
Mr Smith	1 Silly Street	
5 x	2350	x 900
6 mm	Clear Tough Paint	
COMPANY NAME		

These professional looking stickers are generated for each entry made into the glass list. Get hold of some glass friendly stickers (8 per page) and you are sorted.

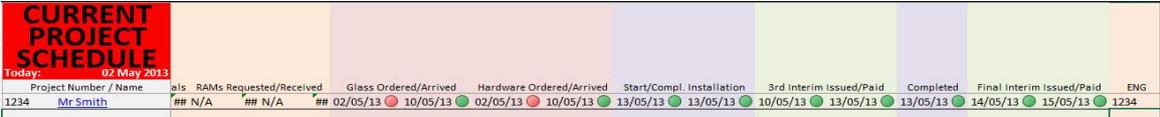
All of the financial data, whether costings or actual spending, is all shown in detail and on these easy to read charts. At a glance you can see the financial outcome of the job.



ORDER NUMBER LAYOUT	Job No. / Order No.
Job No. / Order No. 1234 /	
Order No. Only	
IMPUT HERE ANY INFO THAT YOU WISH TO HAVE AS A SUB HEADING UNDER THE COMPANY LOGO AT THE HEAD OF THE PAGE	
T: +44 (0) ??? ???? ???? F: +44 (0) ??? ???? ???? Comg	
IMPUT HERE ANY INFO THAT YOU WISH TO HAVE AS A SUB FOOTNOTE AT THE BOTTOM OF THE PAGE	
INVOICE DETAILS	
HEADER LINE 1	COMPANY NAME
HEADER LINE 2	Company Street, Company Town, CO1 2MP
HEADER LINE 3	Accounts: 0123 456 7890
BANK	Bank Name
12345678	
ACCOUNT NUMBER	1234567890
LINE 1	VAT Reg: 123 4567 89
LINE 2	Company Reg: 1234567
LINE 3	UTR No: 12345 67890
	

The whole 'program' is easy to customise for your business. Insert your information at the beginning and save the document. Then every time you start a new job, all of your information is there, including a company logo.

There are also some optional extras to make life even easier!



A project schedule for all current projects. All the dates for all your projects, on one page.

Invoice Number	Job Number	Job Name	Date	Payment Structure					This payment	Excluding VAT	VAT	Including VAT	Total Job Val
				1st %	2nd %	3rd %	4th %	Select	VAT Rate:	20	%	Exc VAT	
100214	1234	Mr Smith	30/04/13	1st 60%		3rd 30%	4th 10%	1st 60% ✓	£2,226.16		£445.23	£2,671.39	£3,710

A convenient place to generate new invoice, order and job numbers. The invoice number generator also doubles up as payment checker. All of your outstanding invoices are on one page, making it easy to see what money you are owed.

133		
134	Monday	13 May 2013
135	1234	Mr Smith
136		
137		
138		
139		
140		
141	Monday	20 May 2013
142		

Each job in the system will appear on the calendar, and will appear on all of the planned installation dates. If a job is due to last five days, it will appear on the calendar for those five days. Perfect for scheduling jobs and making sure that you don't over commit.

IF YOU ARE INTERESTED IN THIS SOFTWARE, PLEASE CONTACT US ON THE DETAILS BELOW. TAKE A LOOK AT OUR WEBSITE WHERE YOU CAN FOLLOW US ON FACEBOOK AND TWITTER. WE WILL BE HAPPY TO PROVIDE YOU WITH A PRICE FOR WHAT YOU REQUIRE

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