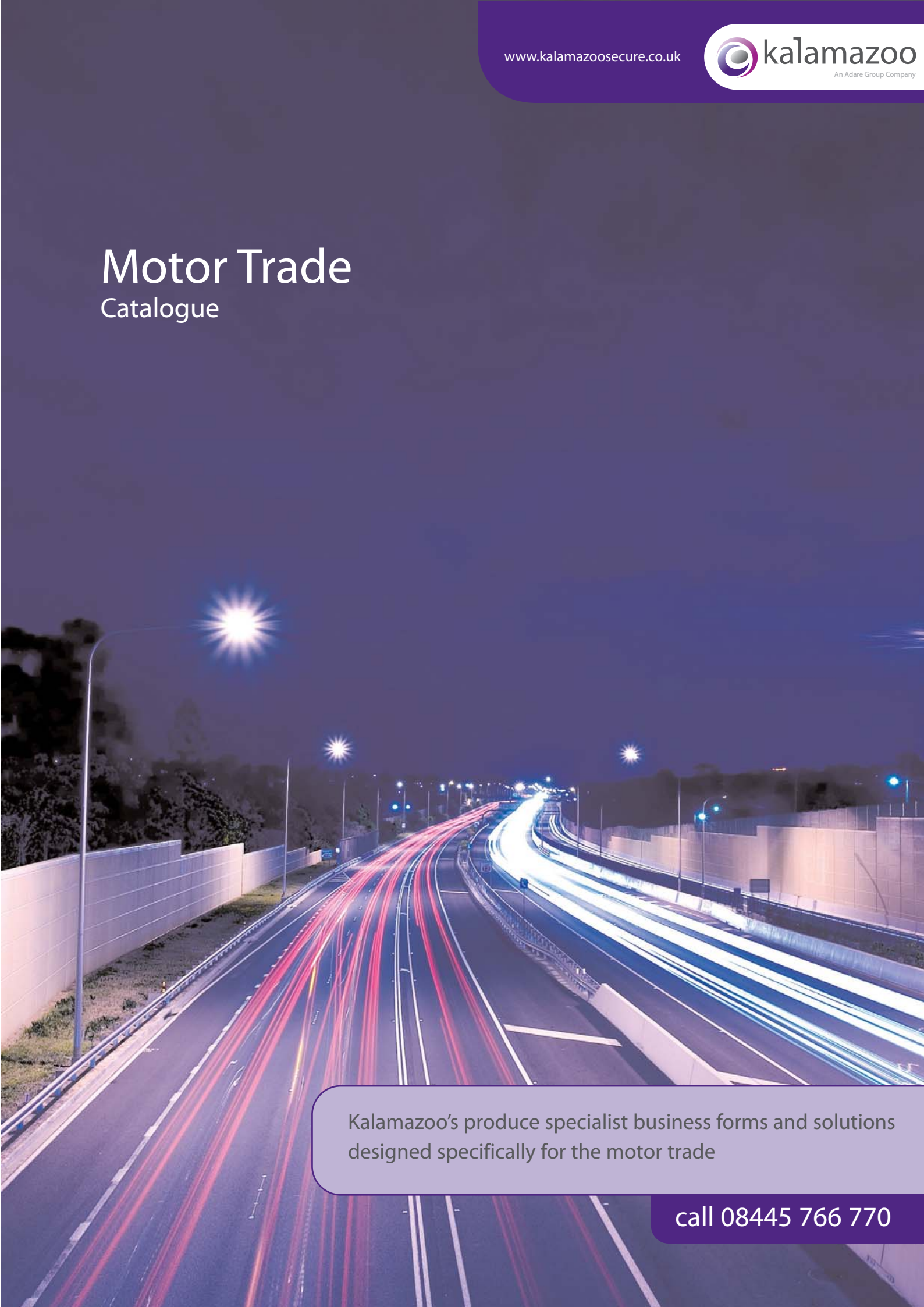


Motor Trade Catalogue



Kalamazoo's produce specialist business forms and solutions designed specifically for the motor trade

call 08445 766 770

Kalamazoo Secure Solutions Limited are specialists in the production of stationery, forms and systems designed specifically for the motor trade. Over 50 years of experience supplying the motor industry has enabled Kalamazoo to become a trusted and reliable business partner for a range of businesses within the automotive industry.

Take a quick look through our wide range of specialist products, designed to enable you to work more efficiently and effectively. Each and every item featured in this brochure is the product of careful research and continually adapting our product offering to the requirements of our customers.

Kalamazoo are dedicated to supplying top quality products, right first time, on time.

For further information regarding the products featured in this brochure please call 08445 766 770 and ask to speak direct with our dedicated Motor Trade Specialist.



T-cards

Our easy to use T-card systems enable you to see the entire history of a vehicle at a glance.

T-cards are available in a range of colours, including white, blue, green, orange, yellow, rose, pink and grey.

Cards are available in two sizes:

95mm (W) x 124mm (D)
124mm (W) x 173mm (D)

Panel units are sold as kits to include tracking and link bars. Available from stock with 35 or 50 slots.



Client files

Client files enable you to keep all customer specific documents in an easy to locate file.

- Paperwork can be stored in a single file for quick retrieval
- Colour co-ordinated for fast recognition
- Portrays a professional image and organised approach
- Information at a glance
- Enables an effective approach to customer care



Kalamazoo provide a range of business forms and solutions ideal for vehicle manufacturers, dealers, bodyshops, breakdown and MOT centres

Cheques

With over fifty years experience in developing and printing secure cheques for businesses you can rest assured that the risk of fraud and counterfeiting is minimised when you use Kalamazoo cheques. Kalamazoo security cheques are world renowned for incorporating the latest proven security features which meet and exceed the Association of Payment Clearing Services (APACS) stringent guidelines.

Security features incorporated can include CBS1 Watermarked Paper, Invisible Ultra Violet Ink, Security Inks, Copyvoid™, Microtext and Security Background Design.



Sales Ledger & Purchase Ledger

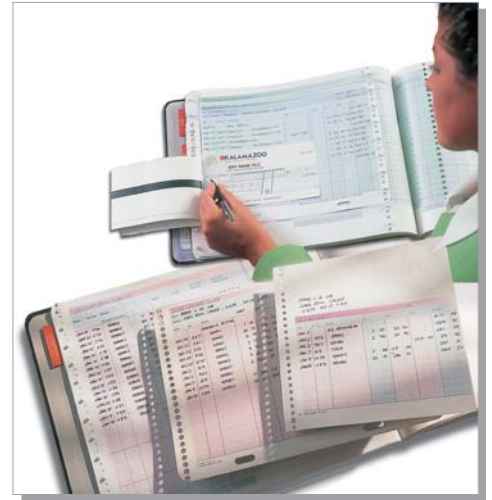
For accurate and efficient management of finances, the sales and purchase ledger one-write systems help you complete all the necessary forms in one entry, therefore saving time, eliminating copying errors and creating an up-to-date cashbook.

Sales Ledger components include:

- Ledger card - record of goods sold and payments received
- Sales / Receipts Journal - replaces the traditional daybook
- Ledger Control Account - monthly cash flow analysis
- Statements - monthly reminder for payment
- Debtors age analysis - control of payments owing

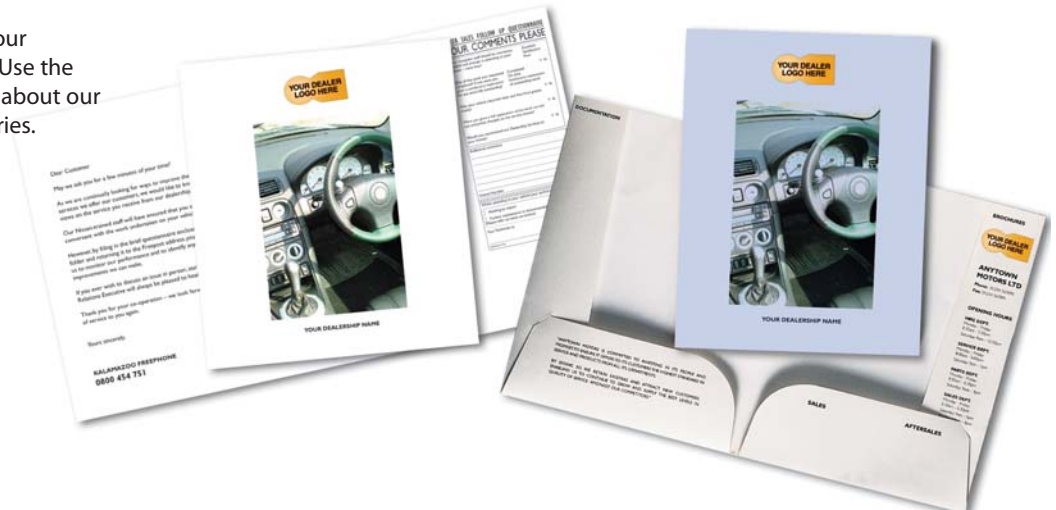
Purchase Ledger components include:

- Ledger cards - record of goods purchased
- Purchase / Payment Journal - record of payment against invoice
- Age Analysis - record of debts
- Remittance Advice - sent with payment to highlight invoices paid



Service and Sales Documentation Folders

Professional presentation for all your service and sales documentation. Use the back pocket for return comments about our service or to generate sales enquiries.



Computer Input Forms

Purchase Ledger Vouchers

A 2-in-1 system to record and progress chase purchase invoices. A voucher is attached to the invoice for checking and authorisation by the originator. The master journal is kept centrally for checking.

Cash Received Register

There are many point of sales areas in a dealership and it is important to maintain accurate and up to date records of all transactions received. The Cash Received Register creates a central area to post all cash.

Payments Register

A useful system for recording one-off payments which can be posted to the computer when the main payments are made.

Transfer Journal Voucher

Records transaction transfers from one account to another.

The image shows three overlapping forms. The top form is a Peugeot invoice from 'ANY ROAD SERVICE STATION' with contact details for Peugeot main dealer. The middle form is a 'Statement' from Mitsubishi and Mazda, featuring a table with columns for DATE, CASH IN, DESCRIPTION, CASH OUT, DEBIT, CREDIT, and BALANCE. The bottom form is a 'Remittance Advice' form with a table for recording payments, including columns for DATE, CASH IN, and BALANCE.

Onewrite Payroll System

Our paper based Payeflow Onewrite system enables small to medium sized organisations to implement efficient and effective payroll processes.

The system provides the financial controller with the basic tools to manage costs across multiple cost centres, calculate holiday accruals and carry out monthly tax returns using a single solution and via single entry of information.

This famous paper based payroll system allows you to complete the individual pay record, company pay record and the pay slip in one writing action. The forms are designed in such a way that completing the records is logical and easy, ensuring that all legislative details are collected.

The image displays several payroll forms. On the left is a 'Government Remittance Summary' form with a grid for recording payments. In the center is an 'Individual Pay Record' form with a table for employee details and a 'Pay Advice' form with a table for recording pay details. On the right is a large grid form for recording payroll data.

Personnel Forms

Kalamazoo's paper-based one-write personnel system and forms enable organisations to implement efficient and effective processes for managing records and information.

Our personnel systems will help you select new employees and maintain vital records on your existing staff. They will also help you to maintain accurate employee information and standardise the information required.

Our personnel forms can be purchased separately or as a complete system.

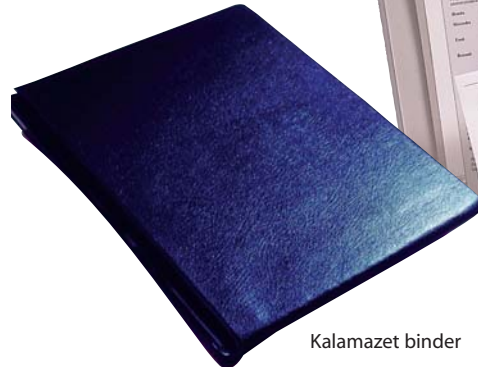
The image shows three personnel forms. The top form is a large grid 'Employee File' form. The middle form is a 'Statement of Particulars of Terms of Employment' form with a table for recording employment details. The bottom form is another personnel form with a table for recording employee information.

Minute Books

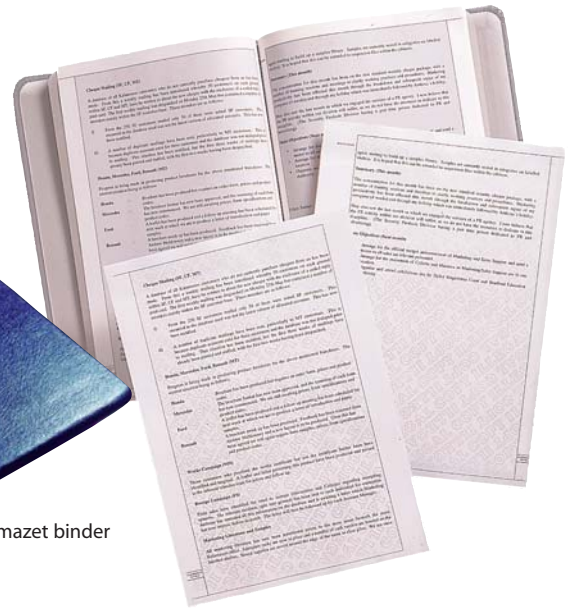
The paper-based minute recording system enables small and medium sized businesses to implement efficient and effective processes for recording and monitoring meeting minutes.

All actions and accountability can be clearly recorded using these pre-printed sheets and provide space for authorisation by a supervisor.

Each minute sheet can be printed using specialist Copyvoid™ paper which helps protect each document against unsolicited copying and fraudulent misuse. When photocopied, Copyvoid™ is designed to show a previously hidden message (i.e. VOID) on the photocopy of the original document.



Kalamazet binder



Receipting System

Kalamazoo's receipting systems introduce a simple, accurate and efficient method for completing several documents at the same time.

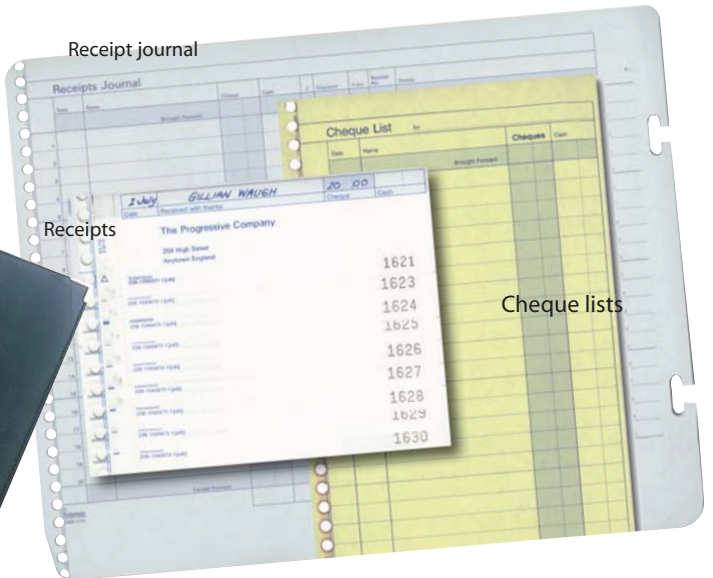
The completion of a receipt also transfers the necessary information to a bank posting slip and a multi columned journal sheet. Therefore in one simple action you have the ability to complete three separate business documents.

With the use of peg boards and hand-made quality binders, the journals are held securely for instant retrieval of information.

As with all Kalamazoo business systems, your receipting system can be customised for use with 3 or 6 column journals or designed to suit your bespoke requirements.



Cartridge holder



Receipt journal

Receipts

Cheque lists

Computer Stationery

Kalamazoo provide computer stationery to suit a range of applications. Each form is designed taking into consideration the bespoke design and layout requirements of each application to ensure complete accuracy and efficiency.

Most forms are available in laser or dot matrix format (dependant upon software).

Some of the software names you may be familiar with:

KDMS

DARTS

ADP

UCSPOWER

KERRIDGE

TETRA

PEGASUS

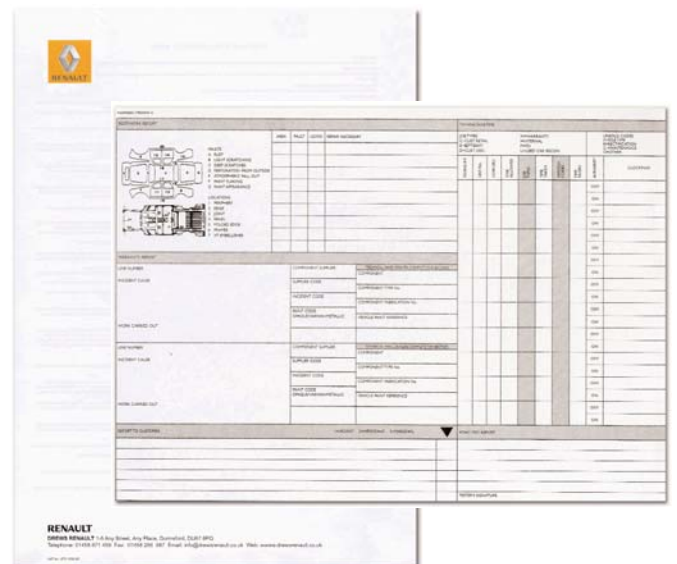
MULTISOFT

SAGE

LYNX

PEAK

MASS 89



Manual forms

Kalamazoo can provide both standard and bespoke manual forms for a range of purposes.

Each form is designed to a high specification and can form a multi-functional three-part set (if required) i.e. Service Invoice.

Example forms include:

- Appointment Register
- Workshop Loading Sheet
- Service Invoice (Job Card)
- Service History Record Card
- Parts Issue Summary
- Operatives Daily Record

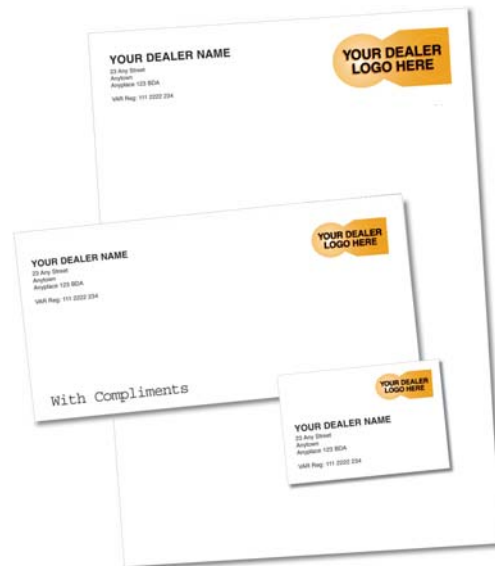
The image shows two examples of manual forms. On the left is a 'SERVICE INVOICE' form for 'Drews Service Station'. It includes fields for customer details, vehicle information, and a table for parts and labor. On the right is a 'NEW/USED VEHICLE ORDER FORM' with sections for 'DETAILS OF VEHICLE BEING ORDERED', 'ACCESSORIES TO BE FITTED', and 'DETAILS OF VEHICLE TO BE PURCHASED IN PART EXCHANGE'. Both forms are detailed and professional in design.

Corporate Stationery

Kalamazoo appreciates that your business stationery is a direct representation of your company's image, which is why our in-house design teams are expert in ensuring business stationery adheres to your bespoke creative brief and corporate guidelines.

Our flexible in-house manufacturing capability ensures we produce high quality letterhead, compliment slips and business cards in a timely manner.

With business stationery produced by Kalamazoo, you can rest assured that you will receive a flexible and cost effective solution and help enhance your brand image.



Loyalty Vouchers

Vouchers are an ideal tool to retain customer loyalty and increase sales. Kalamazoo produce vouchers of any size, shape or colour to meet your requirements and fit into your current marketing strategy.

Our expertise in security print and in-house design talent, mean that we can combine the highest levels of security protection features within your vouchers, while working to your creative brief and corporate guidelines.

Counterfeiting of security documents like vouchers has expanded in recent years as a result of the availability of inexpensive scanners and copiers. For that reason it is important to incorporate adequate levels of security into the design of your loyalty vouchers.

As an APACS accredited printer Kalamazoo has the ability to incorporate sophisticated anti-photocopying technology such as thermochromic inks, watermarked paper, sequential numbering and holographic foils.



Service Reminder Stickers

Limit the number of missed appointments with this service reminder sticker.

Available as round or rectangle, paper or plastic, and personalised with the dealers details.



Tax Disc Holder

Available in a round or shield version (with or without cardholder). Self cling material.

INCLUDES FREE ARTWORK.



Express Check-in Envelopes

Simplifies the process of leaving your vehicle outside normal opening hours.



Daily Record Card

The Daily Record Card is used to identify the total number of hours worked on a specific vehicle. The form incorporates removable self copying integrated labels which the technician attaches to the Job Card.



MOT Wallets

This clearly visible MOT wallet will help protect your repeat business.

Available in clear or opaque.



Car Mirror Hangers

The car mirror hanger can be used as a promotional tool, such as to promote other services, or to be used as a discount card, or 'recommend a friend' incentive. On the reverse it can be used as a job tracker where each completed portion can be discarded.



Rear Window Sticker

Clearly visible promotional tool. Available on clear or coloured cling to plastic.

INCLUDES FREE ARTWORK.



Customer Commitment Leaflet

Outlines your commitment to customer care.



Kalamazoo Secure Solutions Limited
specialises in the production of stationery,
forms and systems designed specifically for
the motor trade.

Call our dedicated Motor Trade specialists for
more information.

call

08445 766 770

email

kalamazoo@ksp.co.uk