



Business Documents

Professionally created business documents, diagrams, presentations and templates for both internal and external use.

Our documents and templates provide a consistent, professional visual presentation for your business communications, for internal use to your workforce, or external to customers and other stake holders.

We can provide a wide range of different business document / template support services including:

- Microsoft Office Word Templates
- Business Stationary & Forms
- Spreadsheets & Financial Accounts
- Diagrams and Flow Charts
- Powerpoint Presentations
- Procedure / Policy Manuals
- Customer Tender Documents & Presentations
- Microsoft Project Plans
- Annual Reports
- Brochures & Flyers

With all our business documents and templates, we will incorporate your existing logo and brand image where available, or if required we can also create a complete new brand package for you.

Consistent, professional business communications for your company, your customers and your stakeholders.

About WIZZOO

WIZZOO specialise in the provision of cutting-edge internet services and high quality business communications. We provide a wide range of complimentary services that help support small and medium sized enterprises to optimise their business marketing and media communications strategy.

Our services include:

- Cutting Edge Internet Services
- Professional Microsoft Exchange E-Mail
- Web Site Design & Development
- SEO & Internet Marketing Strategies
- Business Documents, Diagrams & Reports
- Ongoing Personal Support

Our customers value the personal approach and the fact that we take care of all the technical aspects of delivering their business communications.

Please contact us for further information and to find out how we can help and support your business.

Branded Communications Documents & Templates Business Presentation



Your Company Brand

Your company brand should be highly visual and recognisable to your customers, both in terms of your company logo and its associated visual packaging on a variety of media formats, from your company vehicles to your annual report.

We can help you to design and develop your company brand and integrate this into all your business communications, providing a consistent and powerful visual message within the marketplace.

Documents & Templates

With over 20 years in the professional business environment, our design team can create and deliver highly professional business documentation and templates for any application.

Completed documents range from Annual Reports and Quality Procedures Manuals to comprehensive Customer Tender documents and Promotional Flyers.

Our document templates are created in the standard Microsoft Office Applications, including Word and Excel, to allow for seamless integration and ease of use in your business.



Business Presentation

Our business presentations are designed to be a visual representation of your product or service offering, being informative, clear and concise, they effectively deliver the message you need to communicate. Our presentations are created in Microsoft Powerpoint allowing you flexibility in their creation and delivery.

We can also package your presentation into both electronic and / or professionally bound hard copy format, to allow your audience to take away a copy of the presentation you have delivered.

Other Services

We provide a wealth of different business services involving the design and creation of a variety of media for use in business documents and presentations. These other services include but are not limited to:

- Microsoft Excel Spreadsheets
- Organisational Charts
- Business Process Flow Diagrams
- Microsoft Project Plans
- Mind Maps
- Report Writing
- Business Service / Product Photography
- 121 Microsoft Application Training & Support

If you have any other specific requirements not listed above or contained in the brochure, please contact us to discuss your requirements and we will be pleased to offer our assistance and help you in any way we can.

Call us today on 0844 504 8400, or contact us by email at info@wizzoo.com to learn more about our Business Services.