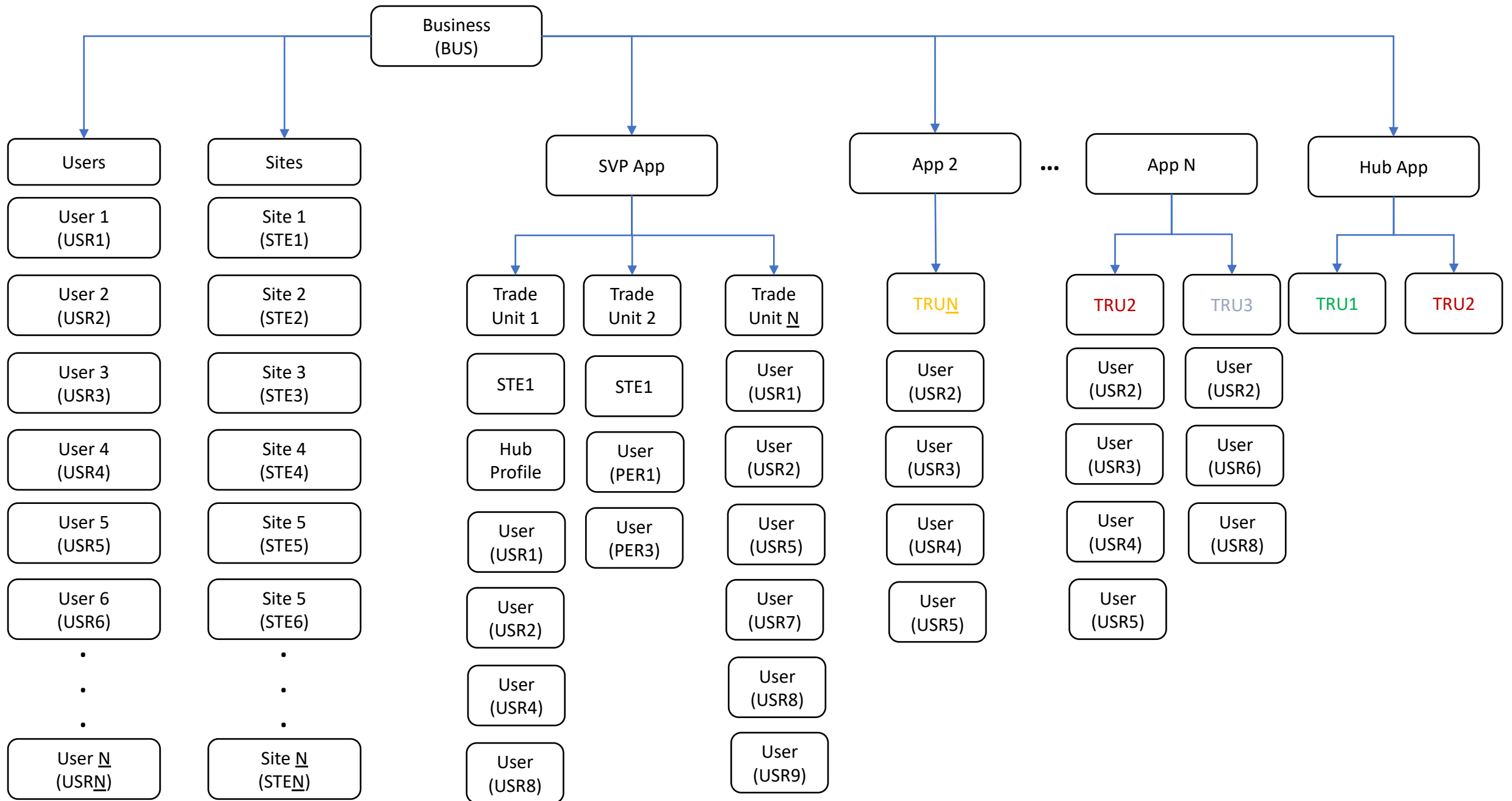
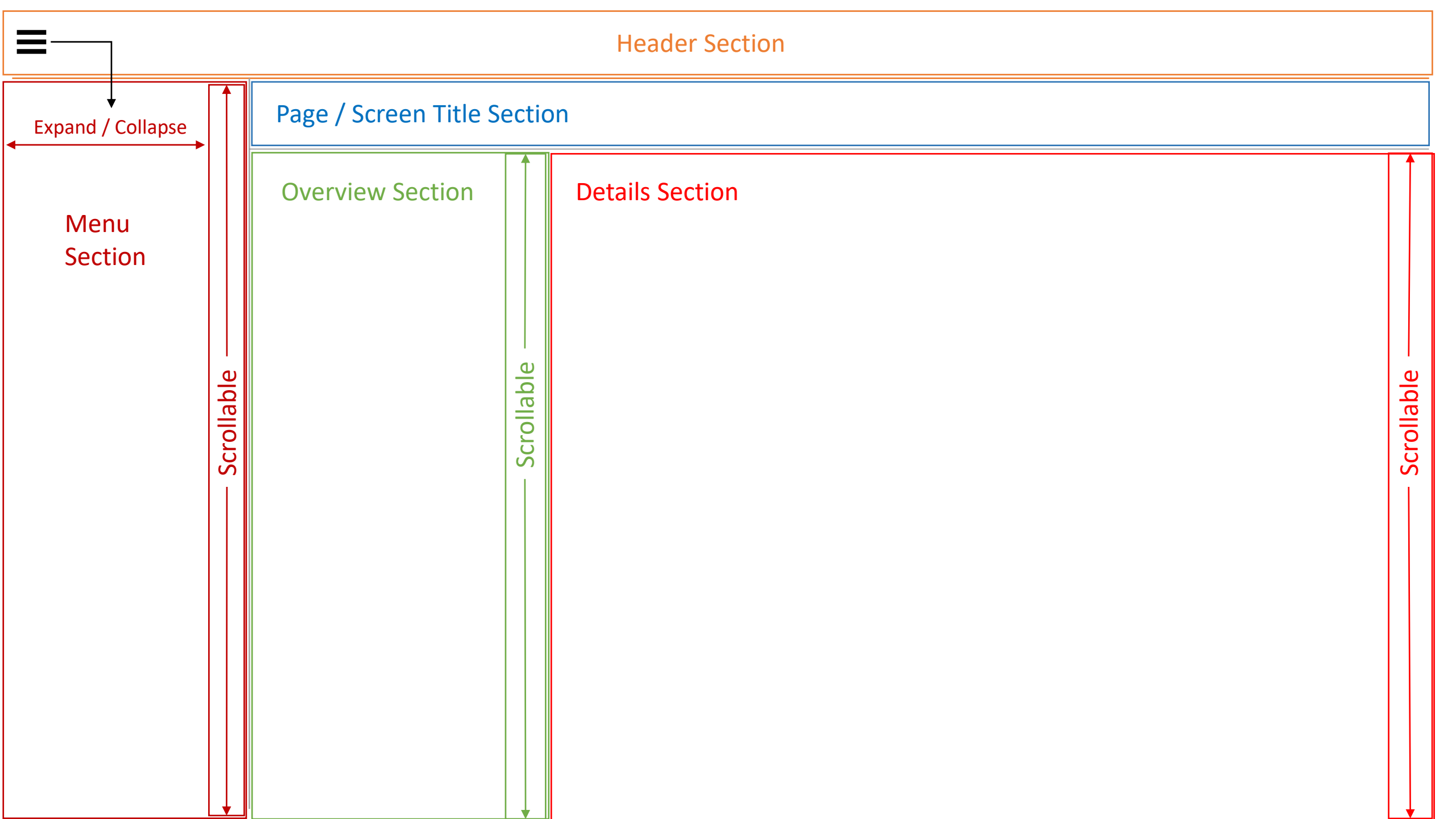


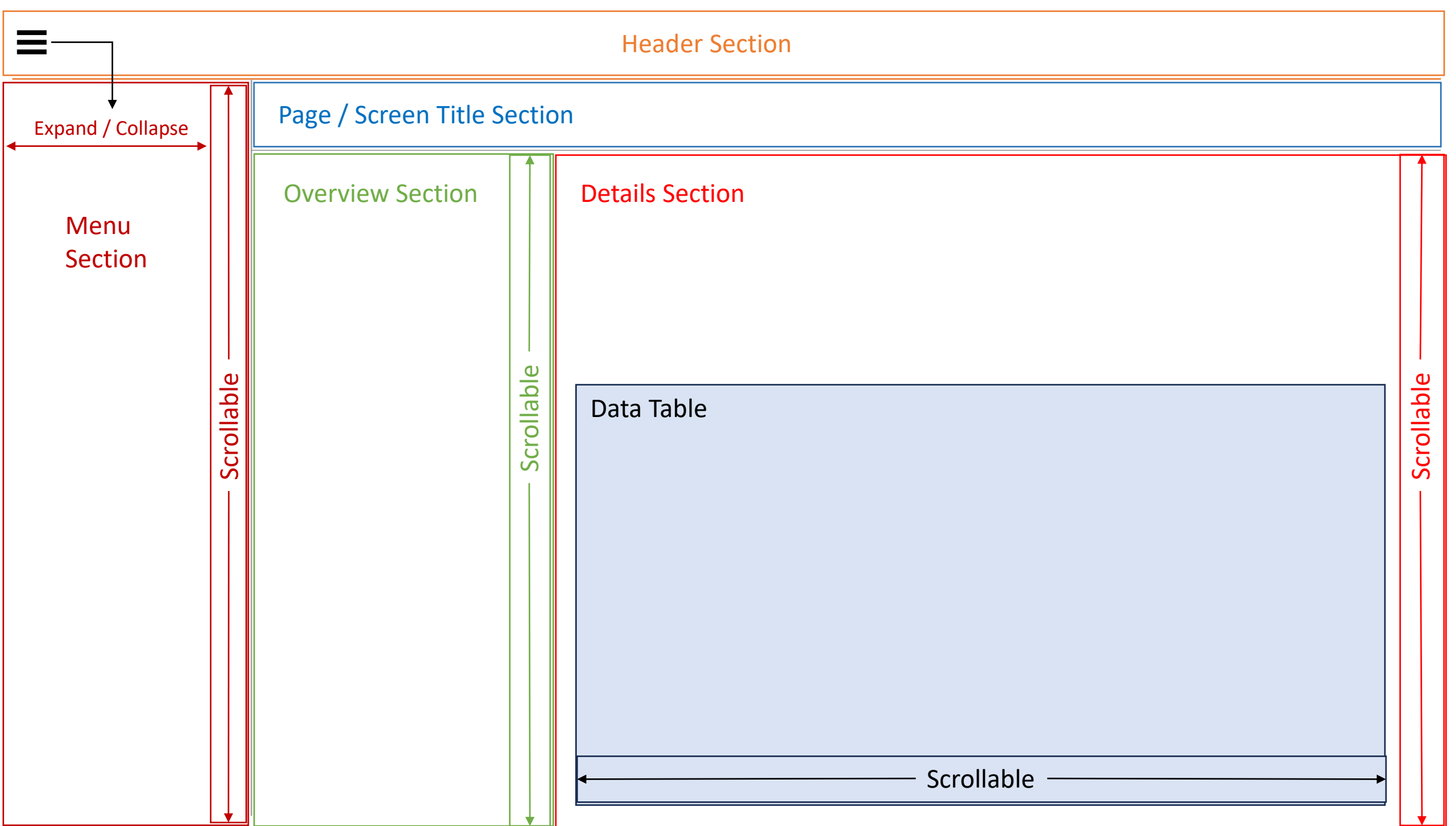
LinkMoto Business Manager Portal

Revision

Version	Author	Date	Changes
20240220	Zahanghir Alam	20/02/2024	Submitted
20240304 - WIP	Zahanghir Alam	04/03/2024	<ol style="list-style-type: none">1. Corrected spelling from 'Group' to 'User group'2. Assigning trade units and default trade unit to users Screen(s) updated:<ul style="list-style-type: none">• Directory > Users > ... > Apps > Service Provider• Directory > Users > ... > Apps > Service Provider > Edit user app settings3. Renamed document to LinkMoto Business Manager Portal4. Renamed document title to LinkMoto Business Manager Portal
20240304	Zahanghir Alam	05/03/2024	Submitted









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VAT



Business information

Business > Details > Business information



Business information



Id	BSN000001		
Business setup	Limited Company		
Registered Company Name	Motodoc Ltd		
Registered Company Number	123654789		
Registered Company Address	281 Clare Street, Bethnal Green, London E2 9HD		
Companies House Proof	proof.pdf		View

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 Motodoc Ltd

Business information



Id	BSN0000001
Business setup	Sole Trader / Self Employed
Registered Company Name	John Smith
Registered Company Number	
Registered Company Address	281 Clare Street, Bethnal Green, London E2 9HD
Sole Trader / Self Employed Proof	proof.pdf

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VAT

Business > Details > VAT

 Motodoc Ltd

VAT		^
UK VAT Registered	No	

VAT

Business > Details > VAT



Motodoc Ltd

VAT



UK VAT Registered	Yes
UK VAT Number	GB123456987
UK VAT Registration Proof	Proof.pdf

View

Main contacts

Business > Main contacts

 **Motodoc Ltd**

Main contacts

Search



Show 10 entries per page

ID	First Name	Middle Name	Last Name	Email	Mobile	Landline	Status	Action
1	Mohammed	Zahanghir	Alam	zahanghir@gmail.com	07123 456987			
2	Harry		Smith	harry@gmail.com	07456 987456	020 78453112		
3	Jenna		Ortega	jenna@email.com	01789 546321			

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Add new main contact

Business > Main contacts > Add new main contact



New main contact

Main contact information

First name *

Middle name

Last name *

Email *

Mobile *

Landline

Position or job title in relation to this business *

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Add main contact

Business > Main contacts > Edit main contact



Edit main contact

Main contact information

Id *	5
First name *	<input type="text" value="Mohammed"/>
Middle name	<input type="text" value="Zahanghir"/>
Last name *	<input type="text" value="Alam"/>
Email *	<input type="text" value="zahanghir@gmail.com"/>
Mobile *	<input type="text" value="07123545698"/>
Landline	<input type="text"/>
Position or job title in relation to this business *	<input type="text" value="Director"/>

CANCEL

SAVE

Main contact

Business > Main contacts > Mohammed Zahanghir Alam



Mohammed Zahanghir
Alam

Main contact information



ID	5
First name	Mohammed
Middle name	Zahanghir
Last name	Alam
Email	zahanghir@gmail.com
Mobile	07123 456987
Job title / Position	Director
Authorised person	Yes
Authorisation proof	Proof.pdf

View

Trading names

Business > Trading names

 **Motodoc Ltd**

Trading names

Search



Show 10 entries per page

Id	Trading name	Status	Is registered company name	
1	Motodoc Ltd	Approved	Y	
2	H&H Motors	Approved	N	
3	H&H Bodyworks	Pending	N	

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Add new trading name

Business > Trading names > Add new trading name

 **New trading name**

Trading name information

Trading name * (?)

Trading name proof* (?)

Upload document

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Business > Trading names > Edit trading name



Edit trading name

Trading name information

Id *2

Trading name * (?)H&H Motors

Trading name proof* (?)Upload document

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Trading name

Business > Trading names > H&H Motors

 **H&H Motors**

Trading name information		^
Id	2	
Trading name	H&H Motors	
Trading name proof	Proof.pdf	
Status	Approved	
		Edit

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H&H Bodyworks

Trading name information



Id	3
Trading name	H&H Bodyworks
Trading name proof	Proof.pdf
Status	Approved

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 Motodoc Ltd

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Add new site

Business > Sites > Add new site



New site

Site information

Address * (?)

Address Line 1 *

Address Line 2

Address Line 3

Address Line 4

City / Town *

Postcode *

Proof of trading at above address * (?)

Document upload

Acceptable proof (any 1 of the following):

- Expense Invoice (i.e. parts purchases, tools purchase, etc) in your trading address, dated within the last 1 month
- Utility Bill in your trading address, dated within the last 3 months
- Business rates bill or letter of your trading address
- Lease or Rent agreement of your trading address

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Site

Business > Sites > 123 Main Road, NW5 7TG



123 Main Road, NW5 7TG

Approved

Site information



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Add new user

Directory > Users > Add new user



New user

User information

First name *

Middle name

Last name *

Email *

Mobile *

Landline

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User

Directory > Users > Mohammed Zahanghir Alam



Mohammed Zahanghir Alam

zahanghir@gmail.com

Active

Last sign in: 14/02/2024 at 15:13

Created: 10/02/2024 at 09:45

RESET PASSWORD

UPDATE USER

SUSPEND USER

INACTIVATE USER

User information



Apps



User

Directory > Users > Mohammed Zahanghir Alam > User information



Mohammed Zahanghir Alam

zahanghir@gmail.com

Active

Last sign in: 14/02/2024 at 15:13

Created: 10/02/2024 at 09:45

RESET PASSWORD

SUSPEND USER

INACTIVATE USER

User information



Id	2
Name	Mohammed Zahanghir Alam
Email	zahanghir@gmail.com
Mobile	07123 654789
Landline	020 7896 1236

EDIT

User

Directory > Users > Mohammed Zahanghir Alam > Apps



Mohammed Zahanghir
Alam

zahanghir@gmail.com

Active

Last sign in: 14/02/2024 at
15:13

Created: 10/02/2024 at 09:45

RESET PASSWORD

UPDATE USER

SUSPEND USER

INACTIVATE USER

Apps



App	User group	Status
Business Manager	Manager	On
Service Provider		Off

User

Directory > Users > Mohammed Zahanghir Alam > Apps > Business Manager



Mohammed Zahanghir
Alam

zahanghir@gmail.com

Active

Last sign in: 14/02/2024 at
15:13

Created: 10/02/2024 at 09:45

RESET PASSWORD

UPDATE USER

SUSPEND USER

INACTIVATE USER

App



App

Business Manager

Status

On

User group

Manager

EDIT

User

Directory > Users > Mohammed Zahanghir Alam > Apps > Service Provider



Mohammed Zahanghir
Alam

zahanghir@gmail.com

Active

Last sign in: 14/02/2024 at
15:13

Created: 10/02/2024 at 09:45

RESET PASSWORD

UPDATE USER

SUSPEND USER

INACTIVATE USER

App



App

Service Provider

Status

Off

EDIT

User

Directory > Users > Mohammed Zahanghir Alam > Apps > Service Provider > Edit user app settings



Mohammed Zahanghir Alam

zahanghir@gmail.com

Active

Last sign in: 14/02/2024 at 15:13

Created: 10/02/2024 at 09:45

RESET PASSWORD

UPDATE USER

SUSPEND USER

INACTIVATE USER

Edit user app settings

App

Service Provider

Status *

Off



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Mohammed Zahanghir
Alam

zahanghir@gmail.com

Active

Last sign in: 14/02/2024 at
15:13

Created: 10/02/2024 at 09:45

RESET PASSWORD

UPDATE USER

SUSPEND USER

INACTIVATE USER

Edit user app settings

App

Service Provider

Status *

On



User group *

Technician



Trade units *

- ☐ H&H Motors – Bethnal Green
- ☐ H&H Motors – Hackney
- ☐ H&H Motors – East
- ☐ H&H Bodyworks – North

Default trade unit *



CANCEL

SAVE

User

Directory > Users > Mohammed Zahanghir Alam > Apps > Service Provider



Mohammed Zahanghir Alam

zahanghir@gmail.com

Active

Last sign in: 14/02/2024 at 15:13

Created: 10/02/2024 at 09:45

RESET PASSWORD

UPDATE USER

SUSPEND USER

INACTIVATE USER

App

App	Service Provider
Status	On
User group	Technician
Trade units	<div>H&H Motors – Bethnal Green</div> <div>H&H Motors – Hackney</div>
Default trade unit	<div>H&H Motors – Bethnal Green</div>

EDIT

User

Directory > Users > Mohammed Zahanghir Alam > Apps



Mohammed Zahanghir
Alam

zahanghir@gmail.com

Active

Last sign in: 14/02/2024 at
15:13

Created: 10/02/2024 at 09:45

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Apps



App	User group	Status
Business Manager	Manager	On
Service Provider	Technician	On

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Products > Business Manager > App settings > User groups



Business Manager

App settings

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Search



Show 10 entries per page

Id	User group name	User group type
1	Super Admin	System Default
2	Manager	System Default
3	Operations	Custom
4	Analyst	Custom

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Add new user group

Products > Business Manager > App settings > User groups > Add new user group

 New user group

User group information

User group name * (?)

User group type * (?)

Custom

Permissions

Business Permissions

- ☐ Access Details
- ☐ Manage Details
- ☐ Access Main Contacts
- ☐ Manage Main Contacts
- ☐ Access Trading Name
- ☐ Manage Trading Names
- ☐ Access Sites
- ☐ Manage Sites

Directory Permissions

- ☐ Access Users
- ☐ Manage Users

Business Manager Product Permissions

- ☐ Access App Settings
- ☐ Manage App Settings

Service Provider Product Permissions

- ☐ Access App Settings
- ☐ Manage App Settings

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User group

Products > Business Manager > App settings > User groups > Manager

 **Manager**

User group information



Id	1
User group name	Manager
User group type	System default
Permissions	

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User group

Products > Business Manager > App settings > User groups > Senior Technician

 Senior Technician

DELETE USER GROUP

User group information



Id	5
User group name	Senior Technician
User group type	Custom
Permissions	
Quotes	<div>Access QuotesCreate Quotes</div>
Bookings	<div>Access BookingsCreate BookingEdit BookingView BookingDelete Booking</div>
Jobs	<div>Access JobsCreate JobEdit JobView JobDelete Job</div>
Invoices	<div>.</div> <div>.</div> <div>.</div>

EDIT

Edit user group

Products > Business Manager > App settings > User groups > Edit user group

 Edit user group

User group information

Id *	5
User group name * (?)	Senior Technician
User group type * (?)	Custom
Permissions	
Business Permissions	<div><input type="checkbox"/> Access Details</div> <div><input type="checkbox"/> Manage Details</div> <div><input type="checkbox"/> Access Main Contacts</div> <div><input type="checkbox"/> Manage Main Contacts</div> <div><input type="checkbox"/> Access Trading Name</div> <div><input type="checkbox"/> Manage Trading Names</div> <div><input type="checkbox"/> Access Sites</div> <div><input type="checkbox"/> Manage Sites</div>
Directory Permissions	<div><input type="checkbox"/> Access Users</div> <div><input type="checkbox"/> Manage Users</div>
Business Manager Product Permissions	<div><input type="checkbox"/> Access App Settings</div> <div><input type="checkbox"/> Manage App Settings</div>
Service Provider Product Permissions	<div><input type="checkbox"/> Access App Settings</div> <div><input type="checkbox"/> Manage App Settings</div>

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 **Service Provider**

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User groups

Products > Service Provider > App settings > User groups



Service Provider

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Show 10 entries per page

Id	User group name	User group type
1	Manager	System Default
2	Customer Service	System Default
3	Operations	System Default
4	Technician	System Default
5	Senior Technician	Custom
6	Customer Advisor	Custom

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ADD

Add new trade unit

Products > Service Provider > Trade units > Add new trade unit



New trade unit

Trade unit information

Trade unit name * (?)

Trading name * (?)

Select from approved trading names

▼

How do you provide and offer your services? * (?)

☐ On-site

☒ Mobile

☐ Both

Mobile city / town * (?)

Mobile postcode * (?)

Mobile distance / radius (miles) * (?)

Landline * (?)

Mobile * (?)

Email * (?)

Postcode (?):
This postcode will be used as your base postcode in order to set the distance and radius (miles) you will be covering.

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Add new trade unit

Products > Service Provider > Trade units > Add new trade unit



New trade unit

Trade unit information

Trade unit name * (?)

Trading name * (?)

Select from approved trading names

▼

How do you provide and offer your services? * (?)

☒ On-site

☐ Mobile

☐ Both

Site * (?)

Select from approved sites

▼

Landline * (?)

Mobile * (?)

Email * (?)

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Add new trade unit

Products > Service Provider > Trade units > Add new trade unit



New trade unit

Trade unit information

Trade unit name * (?)

Trading name * (?)

Select from approved trading names ▼

How do you provide and offer your services? * (?)

☐ On-site ☐ Mobile ☒ Both

Site * (?)

Select from approved sites ▼

Mobile city / town * (?)

Mobile postcode * (?)

Mobile distance / radius (miles) * (?)

Landline * (?)

Mobile * (?)

Email * (?)

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Add new trade unit

Products > Service Provider > Trade units > Add new trade unit



New trade unit

Trade unit information

Trade unit name * (?)

Hackney

Trading name * (?)

H&H Motors



How do you provide and offer your services? * (?)



On-site



Mobile



Both

Site * (?)

145 Kingsland Road, London N1 4RF



Mobile city / town * (?)

London

Mobile postcode * (?)

N1 4RF

Mobile distance / radius (miles) * (?)

Landline * (?)

Mobile * (?)

Email * (?)

CANCEL

SAVE

Add new trade unit

Products > Service Provider > Trade units > Add new trade unit



New trade unit

Trade unit information

Trade unit name * (?)

Bethnal Green

Trading name * (?)

H&H Motors



How do you provide and offer your services? * (?)



On-site



Mobile



Both

Site * (?)

281 Clare Street, London E2 9HD



Mobile city / town * (?)

London

Mobile postcode * (?)

E2 9HD

Mobile distance / radius (miles) * (?)

Landline * (?)

Mobile * (?)

Email * (?)

CANCEL

SAVE

Trade unit

Products > Service Provider > Trade Units > Hackney > Overview



Trade unit: Hackney

Trading name: H&H Motors

Active

Online

Created: 12/12/2023 at 11:55

INACTIVATE TRADE UNIT

SHOW OFFLINE

Overview

App settings

App data

Hub profile settings

Trade unit information



Trade unit information

Products > Service Provider > Trade Units > Hackney > Overview > Trade unit information



Trade unit: Hackney

Trading name: H&H Motors – Hackney

Active

Online

Created: 12/12/2023 at 11:55

INACTIVATE TRADE UNIT

SHOW OFFLINE

Overview

App settings

App data

Hub profile settings

Trade unit information



Id	SVP00001
Trade unit name	Hackney
Trading name	H&H Motors
Service offerings	On-site
Site address	145 Kingsland Road, London N1 4RF
Landline	02071234569
Mobile	07896321456
Email	hhmotors@garage.com

EDIT

Trade unit information

Products > Service Provider > Trade Units > Hackney > Overview > Trade unit information



Trade unit: Bethnal Green

Trading name: H&H Motors

Active

Online

Created: 11/01/2024 at 13:15

INACTIVATE TRADE UNIT

SHOW OFFLINE

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Hub profile settings

Trade unit information



Id	SVP00002
Trade unit name	Bethnal Green
Trading name	H&H Motors
Service offerings	On-site
Site address	281 Clare Street, London E2 9HD
Landline	02071234569
Mobile	07896321456
Email	hhmotors@garage.com

EDIT

Trade unit information

Products > Service Provider > Trade Units > Hackney > Overview > Trade unit information



Trade unit: Hackney

Trading name: H&H Motors

Active

Online

Created: 12/12/2023 at 11:55

INACTIVATE TRADE UNIT

SHOW OFFLINE

Overview

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Hub profile settings

Trade unit information



IdSVP00001

Trade unit nameHackney

Trading nameH&H Motors

Service offeringsMobile

Mobile city / townLondon

Mobile postcodeN1 4RF

Mobile distance / radius (miles)20

Landline02071234569

Mobile07896321456

Emailhhmotors@garage.com

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Products > Service Provider > Trade Units > Hackney > Overview > Trade unit information



Trade unit: Hackney

Trading name: H&H Motors

Active

Online

Created: 12/12/2023 at 11:55

INACTIVATE TRADE UNIT

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Hub profile settings

Trade unit information



Id	SVP00001
Trade unit name	Hackney
Trading name	H&H Motors
Service offerings	On-site Mobile
Site address	145 Kingsland Road, London N1 4RF
Mobile city / town	London
Mobile postcode	N1 4RF
Mobile distance / radius (miles)	20
Landline	02071234569
Mobile	07896321456
Email	hhmotors@garage.com

EDIT

App settings

Products > Service Provider > Trade Units > Hackney > App settings



Trade unit: Hackney

Trading name: H&H Motors

Active

Online

Created: 12/12/2023 at 11:55

INACTIVATE TRADE UNIT

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Invoice settings




VAT settings



Bookings settings

Products > Service Provider > Trade Units > Hackney > App settings > Bookings settings

 **Trade unit: Hackney**

Trading name: H&H Motors

Active

Online

Created: 12/12/2023 at 11:55

INACTIVATE TRADE UNIT

SHOW OFFLINE

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- Hub profile settings

Bookings settings		^
Booking start time	9AM	
Last booking time	5:30PM	
Booking time intervals	10 minutes	
		EDIT

Edit bookings settings

Products > Service Provider > Trade Units > Hackney > App settings > Edit bookings settings



Trade unit: Hackney

Trading name: H&H Motors

Active

Online

Created: 12/12/2023 at 11:55

INACTIVATE TRADE UNIT

SHOW OFFLINE

Overview

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Edit bookings settings

Booking start time * (?)

9AM



Last booking time * (?)

5:10PM



Booking time intervals (minutes) * (?)

10




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 **Trade unit: Hackney**

Trading name: H&H Motors – Hackney

Active

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Created: 12/12/2023 at 11:55

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Invoice settings		^
Business Name	H & H Motors	
Address Line One	281 Clare Street	
Address Line Two	Bethnal Green	
Address Line Three	Tower Hamlets	
Address Line Four		
City / Town	London	
Postcode	E2 9HD	
Landline	020 7123 1234	
Mobile	07456 987654	
Email	mygarage@emailus.com	
Website	www.mygarage.co.uk	
UK VAT Number	GB123456789	
	.	
	.	
	.	

Invoice settings

Products > Service Provider > Trade Units > Hackney > App settings > Invoice settings



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UK VAT Number GB123456789

Footer – Full business name Motodoc Ltd trading as H&H Motors

Footer – Registered Office Address 281 Clare Street, London E2 9HD

Footer – Registered Company Number 06324569

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IdCON-SVP00001-00099

First nameHarry

Middle name

Last nameSmith

Company nameABC Limited

Mobile07123456987

Landline02071237896

Emailharry@smith.co.uk

Hub link idHUB123456789

Contact - Details

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Address line one17 Something House

Address line oneFrank Estate

Address line oneLong Road


Address line oneNewham

City / townLondon

PostcodeE8 7TY

Contact – Linked vehicles

Products > Service Provider > Trade Units > Hackney > App data > Contacts > CON-SVP00001-00099 > Linked vehicles

 **Trade unit: Hackney**

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Trade unit information



Id	SVP00001
Listing name	H&H Motors - Hackney
Service offerings	On-site Mobile
Site address	145 Kingsland Road, London N1 4RF
Mobile city / town	London
Mobile postcode	N1 4RF
Mobile distance / radius (miles)	20.5
Landline	02071234569
Mobile	07896321456
Email	hhmotors@garage.com

Opening hours

Products > Service Provider > Trade Units > Hackney > Hub profile settings > Opening hours

 **Trade unit: Hackney**

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Opening hours		^
Monday	9AM – 6PM	
Tuesday	9AM – 6PM	
Wednesday	9AM – 6PM	
Thursday	9AM – 6PM	
Friday	9AM – 6PM	
Saturday	9AM – 6PM	
Sunday	Closed	
		EDIT

Edit opening hours

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		Opening	Closing
Monday	<div>Open</div> <div>Closed</div>	<div>8:30AM</div> <div>▼</div>	<div>10:30PM</div> <div>▼</div>
Tuesday	<div>Open</div> <div>Closed</div>	<div>8:30AM</div> <div>▼</div>	<div>10:30PM</div> <div>▼</div>
Wednesday	<div>Open</div> <div>Closed</div>	<div>8:30AM</div> <div>▼</div>	<div>10:30PM</div> <div>▼</div>
Thursday	<div>Open</div> <div>Closed</div>	<div>8:30AM</div> <div>▼</div>	<div>10:30PM</div> <div>▼</div>
Friday	<div>Open</div> <div>Closed</div>	<div>8:30AM</div> <div>▼</div>	<div>10:30PM</div> <div>▼</div>
Saturday	<div>Open</div> <div>Closed</div>	<div>8:30AM</div> <div>▼</div>	<div>10:30PM</div> <div>▼</div>
Sunday	<div>Open</div> <div>Closed</div>		

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Trust Pilot Trust pilot link

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- ☐ MOT – Class 4
- ☐ MOT – Class 7
- ☐ Servicing
- ☐ All Servicing
- ☐ Basic Service
- ☐ Interim Service
- ☐ Full Service
- ☐ Oil Service
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ID	Product	Plan	Start Date	End Date	Status
1	LinkMoto Service Provider App	Turbo	01/01/2024		
2	LinkMoto Sales App	Basic	10/12/2023	10/01/2024	
3	LinkMoto Hub App	Free with SVP App Turbo Plan	01/01/2024		

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**LinkMoto Service
Provider App (Turbo plan)**

Active

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LinkMoto Service
Provider App (Turbo plan)

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Subscription information



Id	123456
Subscription type	Monthly rolling
Start date	01/01/2024
End date	
Status	Active
Product	Service Provider App
Plan	Turbo

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LinkMoto Service
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Date	Invoice	Subscription	Reference	Details	Debit	Credit	Balance
27/09/2016	81798388	123456	81798388	Invoice Total	£59.17		£59.17
12/10/2016	81798388	123456	CR7 0916 DD1	Receipt		£59.17	£0.00

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111236		123456	LinkMoto Service Provider App	Turbo	01/02/2024	02/02/2024	£20.50	£0.00	£0.00	£20.50	Due
111237		123457	LinkMoto Service Provider App	Turbo	29/01/2024	30/01/2024	£30.00	£0.00	£30.00	£0.00	Paid
111238		123457	LinkMoto Sales App	Basic	27/01/2024	28/01/2024	£10.00	£0.00	£10.00	£0.00	Paid

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Invoice information



Id	113236
Subscription Id	123456
Product & Plan	LinkMoto Service Provider App – Turbo Plan
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Invoice Due Date	02/02/2024
Status	Due
Total	
Subtotal Total (inc VAT)	£20.50
Credits	£0.00
Total (inc VAT)	£20.50
Amount Paid	£0.00
Current Balance	£20.50

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Due

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PAY NOW

Total



Subtotal Total (inc VAT)	£20.50
--------------------------	--------

Credits	£0.00
---------	-------

Total (inc VAT)	£20.50
-----------------	--------

Amount Paid	£0.00
-------------	-------

Current Balance	£20.50
-----------------	--------