

E-mail Confirmations and Notifications

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1) NEW CUSTOMER REGISTRATION EMAIL

Subject Line:

{company_name} Account

Email Content:

Congratulations, you are now a registered member/customer with {vendor_company_name}

Your username is {user_name}

Your password is {password}

(This password can be changed after logging in at your 'Profile')

To enter the booking schedule of {vendor_company_name} visit {url}.

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2) BOOKING CONFIRMATION EMAIL FOR CUSTOMERS (SCHEDULE/SPECIAL PACKAGE)

Subject Line:

{email_confirmation} for {start_week_day}, {start_month} {start_day}, {start_year} - {end_week_day},
{end_month} {end_day}, {end_year} {start_time} {end_time} {time_zone}

Email Content:

Print this out for your records.

Thank you {customer_name} for your Booking.

{vendor_company_name}

{vendor_url}

{vendor_phone}

{vendor_address}

{vendor_city}, {vendor_province} {vendor_postal_code}

{customer_field_questions}

Booked by: {booked_by}

Agent Name: {agent_name}

{repeatarea}

Booking date: {appointment_date}

{schedule_location}

Scheduled with: {schedule_name}

Booked for: {service_name}

{service_description}

{service_cost}

{promotional_code_details}

{tax}

{paid_by}

Customer: {customer_name}

Confirmation number: {confirmation_number}
Start time: {appointment_start_time}
Location: {location}
Directions: {directions}
Notes: {notes}
Cancellation Policy: {cancellation_policy}
{/repeatarea}

{total_tax}
{total_discount}
{total_cost}

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3) BOOKING CONFIRMATION EMAIL FOR VENDORS

Subject Line:

Standard: {email_confirmation} for {start_week_day}, {start_month} {start_day}, {start_year} {start_time}
{end_time} {time_zone}
Pending: Pending {email_confirmation} for {start_week_day}, {start_month} {start_day}, {start_year}
{start_time} {end_time} {time_zone}

Email Content:

Print this out for your records.

{customer_name} or {first_name} {last_name}
{customer_details}

Agent Name: {agent_name}

{repeatarea}
{schedule_name}
{appointment_date}
Booked for {service_name} {appointment_start_time}
Rescheduled dates: {rescheduled_dates}
{service_cost}
{tax}
{paid_by}
Confirmation {confirmation_number}

{customer_field_questions}

Please click the below URL to modify this booking.

{booking_modify_url}
{/repeatarea}

{total_tax}
{total_discount}
{total_cost}

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4) REMINDER EMAIL SCHEDULE/SPECIAL PACKAGE

Subject Line:

Email Reminder for {week_day}, {month} {day}, {year} {time}

Email Content:

Hello {customer_name}

This is an e-mail reminder from {vendor_company_name} for
{repeatarea}
{service_name}
{service_cost}
{tax}
{confirmation_number}
{appointment_start_time}
{appointment_date}
{/repeatarea}

{total_tax}
{total_discount}
{total_cost}

{vendor_address}
{vendor_city}, {vendor_province} {vendor_postal_code}
{vendor_phone}
{vendor_email}
{vendor_url}

{customer_field_questions}

Regards,

{vendor_company_name}

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5) REMINDER EMAIL WORKSHOP

Hello {customer_name}

This is an e-mail reminder from {vendor_company_name} for
{workshop_name}
{book_price}
{tax}
{discount}
{total_cost}
{confirmation_number}
{appointment_date}

{vendor_address}
{vendor_city}, {vendor_province} {vendor_postal_code}
{vendor_phone}
{vendor_email}

{vendor_url}

{customer_field_questions}

Regards,

{vendor_company_name}

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6) BOOKING CONFIRMATION EMAIL FOR CUSTOMERS (WORKSHOP)

Print this out for your records.

Thank you {customer_name} for your Booking.

{vendor_company_name}

{vendor_url}

{vendor_phone}

{vendor_address}

{vendor_city}, {vendor_province} {vendor_postal_code}

{customer_field_questions}

Booked by:

{customer_name}

{customer_details}

Agent Name: {agent_name}

Booking for: {appointment_date}

Workshop: {workshop_name}

{workshop_description}

{repeatarea}

{workshop_location}

{cost_type_name} {cost_type_quantity}

{cost_type_price}

{/repeatarea}

Number booked: {book_quantity}

Price: {book_price}

{tax}

{discount}

Total cost = {total_cost}

{gift_certificate_details}

Total Amount Payable: {total_amount_payable}

Customer: {customer_name}

Confirmation number: {confirmation_number}

Location: {location}

Directions: {directions}

Notes: {notes}

Cancellation Policy: {cancellation_policy}

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7) PENDING EMAIL CONTENT FOR CLIENT

Subject Line:

Pending email confirmation for {start_week_day}, {start_month} {start_day}, {start_year} -
{end_week_day}, {end_month} {end_day}, {end_year} {start_time} {end_time} {time_zone}

Email Content:

Print this out for your records.

THE BOOKING IS PENDING. YOU WILL RECEIVE A CONFIRMATION EMAIL ONCE THE BOOKING IS APPROVED.

Thank you {customer_name} for your Booking.

{vendor_company_name}
{vendor_url}
{vendor_phone}
{vendor_address}
{vendor_city}, {vendor_province} {vendor_postal_code}

{customer_field_questions}
Booked by: {booked_by}
Agent Name: {agent_name}
{repeatarea}
Booking date: {appointment_date}
{rescheduled_dates}
Scheduled with: {schedule_name}
Booked for: {service_name}
{service_description}
{service_cost}
{tax}

Customer: {customer_name}
Confirmation number: {confirmation_number}
Start time: {appointment_start_time}
Location: {location}
Directions: {directions}
Notes: {notes}
Cancellation Policy: {cancellation_policy}

Please click the below URL to modify this booking.

{booking_modify_url}
{/repeatarea}

{total_tax}
{total_discount}
{total_cost}

Your Info is : {customer_details}