

## E-mail Confirmations and Notifications

### 1) NEW CUSTOMER REGISTRATION EMAIL

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 <a href='{url}'>{url}</a>.

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

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}  
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}  
{/repeatarea}

{total\_tax}  
{total\_discount}  
{total\_cost}

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### 3) BOOKING CONFIRMATION EMAIL FOR VENDORS

Print this out for your records.

{customer\_name}  
{customer\_details}

Agent Name: {agent\_name}

{repeatarea}  
{schedule\_name}  
{appointment\_date}  
Booked for {service\_name} {appointment\_start\_time}  
{service\_cost}  
{tax}  
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

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}

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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