EMAIL TEMPLATES

Documents Email Templates

In this panel you can set up email templates for: **Flight Quotation**, **Contract**, **Invoice**, **Flight Brief**.

You can define **multiple email templates** for the same document (for example depending on language), then select an appropriate template in SALES panel.

Click on any template and fill in **3** windows with appropriate HTML data. On the right-hand side Leon shows preview of the email body.

In a tab **RECIPIENTS** you can add default 'From' & 'Reply to' email addresses as well as 'CC' & 'BCC' emails.

Below you can find examples of how this section can be filled in.

Charter Agreement

SUBJECT

```
{% set firstActivity = quote.itinerary|first %}
Charter Agreement {{ firstActivity.ADEP.ICAO }} - {{ firstActivity.ADES.ICAO }} // {{ firstActivity.startTimeLT|date('j M Y') }} // Rev.1
```

Preview:

Charter Agreement LFPG - OMDB 26 Apr 2019 Rev.1

BODY

```
{% set client = quote.quoteRequest.requester.name %}
{% if quote.quoteRequest.requester.isCompany == false %}
   {% set client = quote.quoteRequest.requester.name ~ ' ' ~ quote.quoteRequest.requester.surname %}
{% endif %}
Dear {{ client }}

Please find attached your Charater Agreement from {{ quote.quoteRequest.operator.name }}.

Kind Regards<br />
{{ loggedUser.contact.knownAs }}
```

Preview:

Dear James Smith

Please find attached your Charater Agreement from AirHeaven Airlines.

Kind Regards

Ann Davies

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