TM: Tip of the Week

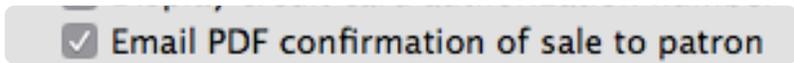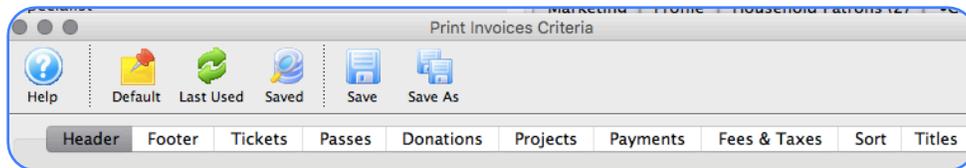# E-MAILING INVOICES

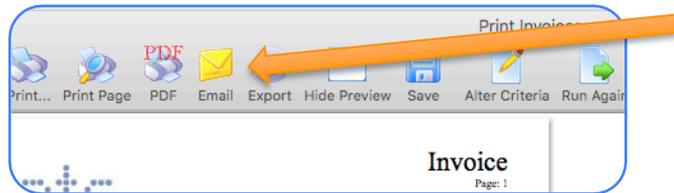## SENDING CONFIRMATION E-MAILS IS A PIECE OF CAKE !

UNDER "BOX OFFICE" IN EMPLOYEE PREFERENCES, CHECK THIS:

☑ Email PDF confirmation of sale to patron

NOW, INVOICE BUILDER POPS-UP WHEN YOU CLOSE AN ORDER.

Print Invoices Criteria

Help | Default | Last Used | Saved | Save | Save As

Header | Footer | Tickets | Passes | Donations | Projects | Payments | Fees & Taxes | Sort | Titles

MAKE YOUR EDITS & FINISH THE INVOICE, THEN CLICK "E-MAIL".

Print Invoices

Print... | Print Page | PDF | Email | Export | Hide Preview | Save | Alter Criteria | Run Again

Invoice
Page: 1

EDIT SUBJECT, MESSAGE & SENDER ADDRESS, THEN HIT "SEND".

There's even a formatting toolbar!

Formatting Palette

Email a Report to a Patron as a PDF

EMail PDF to a Patron

Select one of your form letter templates to use for the body of the email or just start typing a short message to send to the patron

Template: <Select Form Letter>
Subject: Invoice #1606024 from Proctors
From: ○ Send using info@proctors.org
● Send using smorris@proctors.org
Body:

You bought tickets to ... Enjoy!

Last Na...	First ...	Patron #	Primary Email
Morris	Sophia	255400	smorris@proctors.org

Recipients

Explain | Add | Remove | Cancel | Send Email

FRIENDLY REMINDER #1. CHECK THE PATRON'S E-MAIL FIRST !
#2. SYSTEM E-MAIL DETAILS LIVE UNDER "LETTERS" IN PATRON ACCOUNTS !

Want to Share a TM Tip or Cool Feature? E-Mail Sophia:
smorris@proctors.org