

Merge Fields for EQ

Using Microsoft Word or built-in word processor

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Creating your word processing document

Please visit the **EQ Support Centre** for help on how to create merge documents using merge fields and bookmarks. Visit <https://eq.support.compusoftgroup.com/hc/>

General Fields

Dates

General purpose merge fields

<Today>	= Today's Date
<Today+7>	= The date in 7 days
<Today+14>	= The date in 14 days
<Today+21>	= The date in 21 days

'My' Details (logged in user)

User details entered in the **System Config** screen

<My_Name>	= User's name (as set in passwords and security)
<My_Company>	= User's company name
<My_Address>	= User's address with each part of the address shown on a separate line
<My_Address(S)>	= User's address on a single line (with each part of the address separated by a comma)
<My_Phone>	= User's own phone number
<My_Fax>	= User's own fax number
<My_Mobile>	= User's own mobile number
<My_Contact>	= User's own contact name
<My_Email>	= User's own email address
<My_VATReg>	= User's on VAT registration number
<My_D.Address>	= User's delivery address (with each part of the address shown on a separate line)
<My_D.Address(S)>	= User's delivery address on a single line, separated by a comma
<My_Signature>	= User's own signature line shown in the password database

Customer Fields

Details from the customer database

<C_Company>	= Company name
<C_Reffield>	= Company name, surname or first name (depending on which fields are completed)
<C_Ref>	= Customer reference (not always the same as the account reference which could be edited)
<C_Account>	= Customer account reference (from the Account tab)
<C_Sal>	= Customers salutation
<C_Title>	= Customer title (e.g. Mr, Mrs etc)
<C_Forename>	= Customer forename
<C_Surname>	= Customer surname
<C_Address>	= Customer address with each part of the address shown on a separate line
<C_Address1> - 5	= Customer address line 1. Use 1 – 5 for the additional lines
<C_Address(S)>	= Customer address on a single line, separated by a comma
<C_DAddress1> - 5	= Customer delivery address line 1. Use 1 – 5 for the additional lines
<C_HomeTel>	= Customer home telephone number
<C_WorkTel>	= Customer work telephone number
<C_MobileTel>	= Customer mobile phone number
<C_Email>	= Customer email address
<C_Fax>	= Customer fax number
<C_Dphone>	= Customer's delivery address phone number
<C_Dfax>	= Customer's delivery address fax number
<C_Dcont>	= Customer's contact name for delivery address
<C_Salesman_Phone> screen)	= Sales person's phone number (set in “edit popup contents” of customer screen)
<C_Status>	= Customer screen, status displayed on the lower audit tab.

Additional Prompt Answers

(user-defined fields set on the right of the customer screen)

<C_Analysis1>	= Anaylsis Code 1: <i>Sales Person</i>
<C_Analysis2>	= Analysis Code 2: <i>Showroom</i> (can be customised)
<C_Analysis2.1>	= Analysis code 2 additional description 1
<C_Analysis2.2>	= Analysis code 2 additional description 2
<C_Analysis3>	= Analysis Code 3: <i>Promotion</i> (can be customised)
<C_Analysis3.1>	= Analysis code 3 additional description 1
<C_Analysis3.2>	= Analysis code 3 additional description 2
<C_Analysis4>	= Analysis Code 4: <i>Source of Lead</i> (can be customised)
<C_Analysis5>	= Analysis Code 5: <i>Sales Cycle</i> (can be customised)
<C_Analysis5.1>	= Analysis code 5 additional description 1
<C_Analysis5.2>	= Analysis code 5 additional description 2
<C_AccountRef>	= Customers account reference (created by Easyquote)
<C_Account>	= Customers account code
<C_Disc>	= Customers standard discount rate
<C_User1> to 24	= User defined customer fields.

<C_Salesman>	= Salesman from the customer screen
<C_Salesman_Fax>	= Salesman's fax number (from Password & Security)
<C_Salesman_Email>	= Salesman's email address (Passwords & Security)

Appointments (Communication)

Appointment details from the contact history and appointments diary.

<App_Ref>	= Appointment reference
<App_Time>	= Appointment time
<App_Date>	= Appointment date
<App_Date_Full>	= Appointment date (In Full)
<App_Rep>	= Appointment for
<App_Results>	= Results of appointment
<App_EstVal>	= Appointment estimate value
<App_ActVal>	= Appointment actual value
<App_Note1>	= First line of appointment notes
<App_Reason>	= Appointment Reason
<App_Location>	= Appointment Location

Fitting

The fitting group (1-50) refers to the fitting configuration screen. (Tools > Fitting... > Fitting Configuration)

Bookmark: **FitGrp1-50**

Insert this bookmark into a table and use with the following fields.

Use the following merge fields individually with 1 – 50 for each fitting entry:

<FitGrp_Title1-50>	= Fitting group titles
<FitGrp_Notes1-50>	= Fitting group notes
<FitGrp_Sub_Total1-50>	= Fitting group total qty*price excluding VAT
<FitGrp_Nett_Total1-50>	= Fitting group net total excluding VAT
<FitGrp_VAT_Total1-50>	= VAT Group total
<FitGrp_Grand_Total1-50>	= Group total including VAT

<FitGrp_Qty>	= Fitting item quantity
<FitGrp_Desc>	= Fitting item description
<FitGrp_Price Each>	= Fitting item price (each)
<FitGrp_Price>	= Fitting item price
<FitGrp_Nett>	= Fitting item net total excluding VAT
<FitGrp_VAT>	= Fitting item price including VAT
<FitGrp_Total>	= Fitting item total

Bookmark: **FittingNotes**

This bookmark displays the fitting notes that are set in **Tools > Fitting > Installation Notes** and displayed when you add fitting to a quote/order. Use **FittingNotes_1**, **FittingNotes_2** etc (up to 5) to show on multiple pages.

Quotation / Sales Order Details

<Q_Ref>	= Quotation/order reference
<Q_OwnRef>	= Own order reference
<Q_2ndRef>	= Second reference
<Q_Type>	= Type (Kitchen,Bathroom etc)
<Q_Man>	= Furniture manufacturers name
<Q_Range>	= Furniture range
<Q_Box>	= Drawer box name
<Q_DoorMan>	= Door supplier manufacturer
<Q_DoorHand>	= Door handle
<Q_DrawHand>	= Drawer handle
<Q_Carcase>	= Carcase colour
<Q_RangeNotes>	= Notes from Door Range popup of headings screen.
<Q_PRM1>	= Additional prompt for <u>furniture</u> catalogues 1
<Q_PRM2>	= Additional prompt for <u>furniture</u> catalogues 2
<Q_PRM3>	= Additional prompt for <u>furniture</u> catalogues 3
<Q_PRM4>	= Additional prompt for <u>furniture</u> catalogues 4
<Q_PRM5>	= Additional prompt for <u>furniture</u> catalogues 5
<Q_PRM6>	= Additional prompt for <u>furniture</u> catalogues 6
<Q_PRM7>	= Additional prompt answer for <u>door</u> catalogues 7
<Q_PRM8>	= Additional prompt answer for <u>door</u> catalogues 8
<Q_PRM9>	= Additional prompt answer for <u>door</u> catalogues 9
<Q_PRM10>	= Additional prompt answer for <u>door</u> catalogues 10
<Q_PRMTIT_1> to 10	= Additional prompt <u>questions for door</u> catalogues 1 to 10

Specific to Quotation Merge Documents rather than Customer Specific

<Q_CLASS1>	= Customer screen classification – Salesman
<Q_CLASS2>	= Customer screen classification – Showroom (can be customised)
<Q_CLASS2.1>	= Additional descriptions (accessed by “edit popup contents”)
<Q_CLASS2.2>	= Additional descriptions (accessed by “edit popup contents”)
<Q_CLASS3>	= Customer screen classification – Promotion (can be customised)
<Q_CLASS3.1>	= Additional descriptions (accessed by “edit popup contents”)
<Q_CLASS3.2>	= Additional descriptions (accessed by “edit popup contents”)
<Q_CLASS4>	= Customer screen classification – Source of Lead
<Q_CLASS5>	= Customer screen classification – Sales Cycle (can be customised)
<Q_CLASS5.1>	= Additional descriptions (accessed by “edit popup contents”)
<Q_CLASS5.2>	= Additional descriptions (accessed by “edit popup contents”)

Accept Screen

<Q_OrdDate>	= Accepted date
<Q_CustDate>	= Delivery to customer date
<Q_QuoteDate>	= Quotation date
<Q_OrdDate>	= Order date
<Q_ProdDate>	= Production Date

<Q_CompDate>	= Completion date
<Q_InstallDate>	= Installation date
<Q_InstallTime>	= Installation time
<Q_InstallName>	= Installer's name
<Q_InstallAdd>	= Installation address
<Q_SurvDate>	= Survey date
<Q_SurvTime>	= Survey time
<Q_SurvName>	= Surveyors name
<Q_SurvAdd>	= Survey address
<Q_DepTot>	= Deposit amount
<Q_Dep%>	= Deposit percentage
<Q_DepToPay>	= Deposit outstanding
<Q_Pay2%>	= Payment percentage 2
<Q_Pay3%>	= Payment percentage 3
<Q_Pay4%>	= Payment percentage 4
<Q_Pay2£>	= Payment amount 2
<Q_Pay3£>	= Payment amount 3
<Q_Pay4£>	= Payment amount 4
<Q_Pay2Date>	= Payment date 2
<Q_Pay3Date>	= Payment date 3
<Q_Pay4Date>	= Payment date 4
<Q_Pay2Text>	= Payment text 2
<Q_Pay3Text>	= Payment text 3
<Q_Pay4Text>	= Payment text 4
<Q_DAddress1-5>	= Delivery address, lines 1 – 5 separately
<Q_DAddress(s)>	= Delivery address, separated by commas, all on 1 line
<Q_DPhone>	= Delivery address phone number
<Q_DiscE%>	= Discount excluding fitting
<Q_DiscTotE>	= Discount total excluding fitting

Totals and Values

<Q_SubTotE>	= Subtotal excluding fitting
<Q_NettE>	= Nett total excluding fitting
<Q_VATRateE>	= VAT rate
<Q_VATTotE>	= VAT total excluding fitting
<Q_DiscI%>	= Discount percentage
<Q_VATRateI>	= VAT rate
<Q_VATToti>	= VAT total
<Q_GrossE>	= Gross excluding VAT
<Q_DepToPay>	= Deposit to pay
<Q_Nett>	= Nett value
<Q_Netti>	= Nett value including VAT

<Q_DepTot>	= Deposit total
<Q_Grossi>	= Gross including VAT
<Q_DiscToti%>	= Total discount % including VAT
<Q_SubToti>	= Sub total including VAT
<Q_Balance>	= Balance (quote/order value)
<Nett_Total>	= Nett total
<Sub_Total>	= Sub-total gross
<Disc_Total>	= Total discount
<Nett_Total>	= Nett total
<VAT_Total>	= VAT total
<Grand_Total>	= Order total including VAT
<Paid>	= Total amount paid
<Deposit>	= Deposit amount
<Item_Price>	= Individual price multiplied by quantity
<Balance>	= Balance
<Balance_VAT>	= VAT of the balance
<OwnHead1-10>	= Own Headings (1-10)
<Group>	= Include if own groups are used on the quotation.

Invoices

<Invoice_VAT>	= Invoice VAT
<Invoice_VATRate>	= Invoice VAT rate
<I_InvNo>	= Invoice number
<Invoice_Date>	= Invoice Date
<Invoice_total>	= Invoice Total
<Invoice_Nett>	= Invoice Nett value
<Paid_Nett>	= Amount paid to date nett of VAT
<Paid_VAT>	= Amount paid to date with VAT
<Balance_Nett>	= Nett balance
<Paid_VAT>	= Balance with VAT
<Delivery_Type>	= Delivery Type (set on the delivery note)
<Vehicle>	= Vehicle (as set on the delivery note)
<Delivery_Method>	= Delivery Method (as set on the delivery note)
<Delivery_Time>	= Delivery Time (as set on the delivery note)

Purchase Orders

<PoNum>	= Purchase Order No. per item line
<PoDelDate>	= Purchase Order Delivery Date (as selected on P/O screen) per item line
<PoOrdDate>	= Date when Purchase Order was placed, per item line
<Del_In>	= Returns 'X' if the item has been Booked In from the Purchase Order.
<Del_Out>	= Returns 'X' if the item has been delivered to the customer (via Complex Del note)

Quote/Order Finance Details

For order finance setup in System Config > Quotation Layout > Finance Options

<Fi_Comp>	= Finance company
<Fi_Agree>	= Agreement number
<Fi_FVal>	= Finance value
<Fi_PPP>	= PPP
<Fi_Term>	= Finance term
<Fi_DPer>	= Person
<Fi_Rate>	= Finance rate
<Fi_Code>	= Code
<Fi_Sign>	= Signatory
<Fi_Comm>	= Commission

Quote Groups

These fields apply when you use your own quote grouping as set in System Config > Quotation Layout.
In the below fields replace quotegroup with the name of the **Quote Group** as shown in EQ (in the left hand column of the quote/order window)

<#quotegroup_TotalExThis>	= order total excluding this group (could be used to show the order total excluding everything in the installation group)
<#quotegroup_BalanceExThis>	= balance excluding this group (could be used to show the balance remaining excluding the installation group)
<#quotegroup_BalanceExThis>	= balance excluding this group (could be used to show the balance remaining excluding the installation group)
<#quotegroup_FinalPaymentExThis>	= nett – payment1 excluding this group
<#quotegroup_VAT>	= group VAT
<#Quote_Group_Title>	= Use in conjunction with Contents_GroupName bookmark
<#Quote_Group_Notes>	= Use in conjunction with Contents_GroupName bookmark
<#Quote_Group_Nett>	= Use in conjunction with Contents_GroupName bookmark
<UserDefined1> to 10	= Used for specially configured info pre-determined

Quote Group Totals

Sub-totals for the product groups shown below, split into 2 sections. Don't mix and match the sections.

<Furn_SubTotal>	<Fit_SubTotal>
<Furn_Disc%>	<Fit_Disc%>
<Furn_Disc>	<Fit_Disc>

<Furn_Nett>	<Fit_Nett>
<Furn_Total>	<Fit_Total>
<Furn_Gross>	<Fit_Gross>
<App_SubTotal>	<Bath_SubTotal>
<App_Disc%>	<Bath_Disc%>
<App_Disc>	<Bath_Disc>
<App_Nett>	<Bath_Nett>
<App_Total>	<Bath_Total>
<App_Gross>	<Bath_Gross>
<Work_SubTotal>	<Acc_SubTotal>
<Work_Disc%>	<Acc_Disc%>
<Work_Disc>	<Acc_Disc>
<Work_Nett>	<Acc_Nett>
<Work_Total>	<Acc_Total>
<Work_Gross>	<Acc_Gross>
<Tile_SubTotal>	<AppAll_SubTotal>
<Tile_Disc%>	<AppAll_Disc%>
<Tile_Disc>	<AppAll_Disc>
<Tile_Nett>	<AppAll_Nett>
<Tile_Total>	<AppAll_Total>
<Tile_Gross>	<AppAll_Gross>
<Sink_SubTotal>	<Other_SubTotal>
<Sink_Disc%>	<Other_Disc%>
<Sink_Disc>	<Other_Disc>
<Sink_Nett>	<Other_Nett>
<Sink_Total>	<Other_Total>
<Sink_Gross>	<Other_Gross>
<Light_SubTotal>	<Door_Nett>
<Light_Disc%>	Also add in config.ini WordMergeSeparateDoors=YES
<Light_Disc>	
<Light_Nett>	
<Light_Total>	
<Light_Gross>	

Supplier details

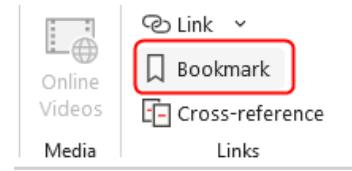
<S_Company>	= Suppliers name
<S_Address>	= Suppliers address with each part of the address shown on a separate line
<S_Address(S)>	= Suppliers address on a single line, separated by a comma
<S_Phone>	= Suppliers phone number
<S_Fax>	= Suppliers fax number
<S_Email>	= Suppliers email address
<S_Account>	= Suppliers account cod

Bookmarks (for quote/order contents)

Table Bookmarks

To use the following put the cursor in the table and press **Insert > Bookmark** and label as below:

For duplicating the same bookmark's information over multiple pages (5 MAX), enter the bookmark as normal on the first page, and then add _2, _3, _4, _5 to the consecutive pages' bookmark of the same name. (Example: Page 1 – *Contents*, Page 2 – *Contents_2*, Page 3 – *Contents_3* ...etc.)



Contents	= All products (regardless of type). This shows all sub-items. Ensure you have un-ticked “Combine sub-items” in System Config > Quotation Layout
Contents2	= All products excluding sub-items
ContentsMain	= Contents excluding sub-items
ContentsItem	= Contents including sub-items
Contents_GroupName	= Replace <i>GroupName</i> with own titles, and any spacing with under-scores.
Appliances	= Appliances
Sinks	= Sinks & Taps
Worktops	= Surfaces
Lighting	= Lighting
Accessories	= Accessories & Miscellaneous
Furniture	= Furniture & Doors
FurnitureAll	= Furniture listing
Furniture2	= Furniture only
FurnitureGroup	= Use to import furniture from InSitu quote, displays all “furniture” products
Doors	= Doors only
Panels	= Panels only
Bathrooms	= Bathroom Products, Showers & Suites
Fitting	= Fitting
FitGrp1, FitGrp2 etc.	= Fitting configuration displayed in Tools > Fitting... . Fitting Configuration
FittingNotes, FittingNotes_1 etc	= Fitting notes that are set in Tools > Fitting... > Installation Notes
Tiles	= Tiles
Image1	= Brochure image. Put in table without autofill or in a text box.
Image2	= CAD Image. Put in table without autofill or in a text box.
ImageBank1 (2, 3, 4, 5, ...)	= User Specified Images, 1 image per bookmarked table.
AppliancesAll	= Appliances
Sundries	= Miscellaneous
SalesNotes	= Sales notes (as entered on an order)
PlotList	= List of plots (main detailed quotation list) (CONTRACTS)
PlotSummary	= Summary list of plot prices (CONTRACTS)
Notes	= Notes entered in under “Notes” button. Use in a table 1 cell by 1 cell
Customer_Notes	= Displays notes from Note TAB of Customer Screen.
My_Signature	= Image of signature assigned via <i>Tools > Users > Signature</i>

Bookmarks Contents

Use the fields below within a table which has a bookmark. The table will auto-expand to include all products on a quote/order.

Example of the bookmark contents in use:

Ensure you insert a bookmark as per the previous page and then add a table like the below:

Quantity	Product description	Total
<Qty>	<Desc1>	<Price>

<ITEM>	= Item number
<QTY>	= Quantity
<CODE>	= Product code
<DESC>	= Product description
<DESC1>	= Product description including product notes (on separate lines)
<DESC+1> product	= Product description including product notes and a blank line after each product
<DESC2>	= Product description including product notes (comma separated)
<COL>	= Colour
<MAN>	= Product manufacturer
<DISC%>	= Line discount percentage
<LR>	= Handing
<HT>	= Height
<WTH>	= Width
<DTH>	= Depth
<VATR>	= VAT Rate
<HINGE>	= Hinge
<GABLE>	= Gable
<DUCT>	= Duct
<PRICE_EACH>	= Price each
<PRICE>	= Price each * quantity
<Price inc>	= Price inc VAT
<NETT>	= Nett price each (including discount)
<VAT>	= VAT total
<TOTAL>	= Total
<SIZE>	= W x H x D
<SIZE2>	= H x W x D
<SQM>	= Square Metre
<JUSTDESC>	= Description with no colour options included
<ITEM_SUPP>	= Suppliers name
<ITEM_DELDATE>	= Delivery date

German Catalogues

Variations – only those with something selected (**Variations_Default**)

<Vari_Head>	= Variation heading
<Vari_Text>	= Variation text
<Vari_Prompt>	= Variation heading

Contracts Module

<Site_Title>	= Site description
<Site_Name>	= Company name from customer database for the site
<Site_Address>	= Multi-line address for the Site_Name
<Site_Address(S)>	= Single line address for the Site_Name
<Site_Address1>	= Address line 1
<Site_Address2>	= Address line 2
<Site_Address3>	= Address line 3
<Site_Address4>	= Address line 4
<Site_Address5>	= Address line 5
<Site_Contact>	= Site contact name
<Site_Number>	= Site number
<Site_Salesman>	= Site salesman
<Site_Salesman_Phone>	= Site salesman's telephone
<Site_Salesman_Fax>	= Site salesman's fax number
<Site_Salesman_Email>	= Site salesman's email address
<Site_Designer>	= Site designers name
<Site_Appliances>	= Appliances on the site
<Site_Type>	= Site Type
<Nett_Average>	= Average plot value (Nett)
<Plot_Description>	= Plot Description – contents of Man. Code column
<Category_Description>	= Contents of quote group column

<Site_logo1-5>= if you put a file called logo.bmp in the site folder this will pick it up, create a table and bookmark it.

<Builder_Name>	= Company name for the builder from the customer database
<Builder_Address>	= Multi-line address for the Builder_Name
<Builder_Address(S)>	= Single line address for the Builder_Name
<Builder_Address1>	= Address line 1
<Builder_Address2>	= Address line 2
<Builder_Address3>	= Address line 3
<Builder_Address4>	= Address line 4
<Builder_Address5>	= Address line 5
<Builder_Email>	= Builder's email address
<Builder_Work>	= Builder's work telephone number
<Builder_Fax>	= Builder's fax number
<Builder_Mobile>	= Builder's mobile phone number
<Builder_Contact>	= Builder contact
<House_Type>	= House Type / Plot number
<Design_Number>	= Design number
<Rev>	= Revision Number
<Valid Until>	= Valid until date
<Site_Type>	= Site type
<Site_User1-10>	= Customisable user fields on the site database

<Internal_Ref>	= Internal reference on the plots screen
<Contracts_Name1-99>	= from contacts list
<Contracts_Phone1-99>	= from contacts list
<Category1-10>	= Use 1 to 10 individually
<Cat1_Nett>	= Use 1 to 10 individually
<Site_Cat1_Nett>	= Use 1 to 10 individually
<Site_Cat1_NettS>	= Use 1 to 10 individually
<Total_Cat1_Nett>	= Use 1 to 10 individually
<Site_Cat1_Nett_Grp2>	= Use Cat1 to Cat10 individually
<Site_Kitchens>	= Total number of plots
Type_Header (Bookmark)	= House type header notes – replaces the bookmark
Type_Footer (Bookmark)	= House type footer notes – replace the bookmark
Site_Notes (Bookmark)	= Site Notes

Put **SITE** in front of all for site totals eg (SITE_G1_Furn_VAT)

<G1-8_Total_ExVATExFIT>	= Total groups (1-8) excluding VAT excluding Fitting
<G1-8_Total_ExVAT>	= Total groups (1-8) total excluding VAT
<G1-8_Total_IncVAT>	= Total groups (1-8) total including VAT
<G1-8_Total_VAT>	= Total groups (1-8) VAT total
<G1-8_Furn_ExVAT>	= Furniture groups (1-8) total excluding VAT
<G1-8_Furn_IncVAT>	= Furniture groups (1-8) total including VAT
<G1-8_Furn_VAT>	= Furniture groups (1-8) VAT total
<G1-8_Fit_ExVAT>	= Fitting totals (1-8) excluding VAT
<G1-8_GTotal_ExVAT>	= Total excluding VAT*number of plots

Totals used in the site summary so it shows all the included price groups, each total is for a plot/price group
Prefix '**R**' to show the retail price for each of these groups (eg Rwork_ExVAT)

<Sum_Group>	= Price Group name
<Sum_Furn_ExVAT>	= Furniture total excluding VAT
<Sum_Tot_ExVAT>	= Total excluding VAT
<Work_ExVAT>	= Worktop total excluding VAT
<Work_IncVAT>	= Worktop total including VAT
<Work_VAT>	= Worktop total VAT
<Sink_ExVAT>	= Sinks & Taps total excluding VAT
<Sink_IncVAT>	= Sinks & Taps total including VAT
<Sink_VAT>	= Sinks & Taps total VAT
<App_ExVAT>	= Appliances total excluding VAT
<App_IncVAT>	= Appliances total including VAT
<App_VAT>	= Appliances total VAT

<Light_ExVAT>	= Lighting total excluding VAT
<Light_IncVAT>	= Lighting total including VAT
<Light_VAT>	= Lighting total VAT
<Sundry_ExVAT>	= Sundries total excluding VAT
<Sundry_IncVAT>	= Sundries total including VAT
<Sundry_VAT>	= Sundries total VAT
<Fit_ExVAT>	= Fitting total excluding VAT
<Fit_IncVAT>	= Fitting total including VAT
<Fit_VAT>	= Fitting total VAT
<Quote_Option1-10>	= Furniture options (for the house type)
<Quote_DefaultOption1-10>	= Furniture options default (for the site)
<Quote_Head1-10>	= Furniture options prompt
<Price_Group1-8>	= Price Group Headings
<Optional_TotExVAT>	= Total for optional extras excluding VAT

Contracts Bookmarks

Table Bookmarks

To use the following put the cursor in the table and press **Insert > Bookmark** and label as below:

Contents	= All contents
Furniture	= Furniture items (G1-8)
Appliances	= Appliances
Sinks	= Sinks and taps
Worktops	= Worktops
Lighting	= Lighting
Sundries	= Sundry items
Fitting	= Fitting list
Optional	= Optional products
Sites1-8	= Site summary list (showing design name etc.)

E-mail Merge Fields

These are for fully formatted HTML emails sent within EQ

|CONTENTS| Goes into the table ID (**right-click> Select table**)

You can add these fields within the table

 CODE 	Product code
 QTY 	Product quantity from the order
 DESC1 	Product description
 DESC2 	Product description including product notes (comma separated)
 LR 	Handing of product
 HT 	Height of product
 WTH 	Width of product
 DTH 	Depth of product
 PRICE 	Nett price of product (no VAT)
 TOTAL 	Price of product including VAT
 NETT_TOTAL 	Nett total of order excluding VAT
 VAT_TOTAL 	VAT amount of order
 GRAND_TOTAL 	Grand total of order