



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>	= 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>	= Analysis 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>
<Furn_Total>
<Furn_Gross>

<Fit_Nett>
<Fit_Total>
<Fit_Gross>

<App_SubTotal>
<App_Disc%>
<App_Disc>
<App_Nett>
<App_Total>
<App_Gross>

<Bath_SubTotal>
<Bath_Disc%>
<Bath_Disc>
<Bath_Nett>
<Bath_Total>
<Bath_Gross>

<Work_SubTotal>
<Work_Disc%>
<Work_Disc>
<Work_Nett>
<Work_Total>
<Work_Gross>

<Acc_SubTotal>
<Acc_Disc%>
<Acc_Disc>
<Acc_Nett>
<Acc_Total>
<Acc_Gross>

<Tile_SubTotal>
<Tile_Disc%>
<Tile_Disc>
<Tile_Nett>
<Tile_Total>
<Tile_Gross>

<AppAll_SubTotal>
<AppAll_Disc%>
<AppAll_Disc>
<AppAll_Nett>
<AppAll_Total>
<AppAll_Gross>

<Sink_SubTotal>
<Sink_Disc%>
<Sink_Disc>
<Sink_Nett>
<Sink_Total>
<Sink_Gross>

<Other_SubTotal>
<Other_Disc%>
<Other_Disc>
<Other_Nett>
<Other_Total>
<Other_Gross>

<Light_SubTotal>
<Light_Disc%>
<Light_Disc>
<Light_Nett>
<Light_Total>
<Light_Gross>

<Door_Nett>
Also add in config.ini
WordMergeSeparateDoors=YES

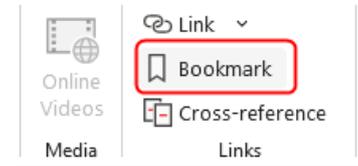
Supplier details

<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>

<ITM>	= Item number
<QTY>	= Quantity
<CODE>	= Product code
<DESC>	= Product description
<DESC1>	= Product description including product notes (on separate lines)
<DESC+1>	= 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_DefaOption1-10>	= 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
[DESC]	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