


Token	Description	Example of how it looks
[nextDate]	Date of the following appointment (upcoming if used in a reminder message, following if sent in an invoice once today's job is complete)	Your next appointment will be on [nextDate] Your next appointment will be on Fri, Jun 24th
[nextTime]	Time of the following appointment If no time is set, the text will show as 'any time'	Your next appointment will be at [nextTime] Your next appointment will be at any time Your next appointment will be at 4pm
[firstname]	First name on the customer	Dear [firstname] Dear Pat
[lastname]	Surname on the customer	Dear [title] [lastname] Dear Mrs Metcalf
[title]	Title on the customer name	
[customerName]	Full customer name	Dear [customerName] Dear Mrs Pat Metcalf
[businessName]	Your business name	Many Thanks, Susie [businessName] Many Thanks, Susie Squeegee Clean
[customerRef]	Unique customer reference number (can be seen on the customer view)	Invoice for [customerRef] Invoice for CUS40768366



[customerAddress]	Customer/billing address	FAO [customerName] at [customerAddress] FAO Mrs Pat Metcalf at 30 St Clares Ct, Lower Bullingham, Hereford HR2 6PX																									
[balance]	Current customer balance	You have an outstanding balance of [balance] You have an outstanding balance of £35																									
[unpaidInvoicesView]	An overview of all invoices that are currently unpaid in table form, with a link to view each individually.	Here is your statement of outstanding invoices: [unpaidInvoicesView] Here is your statement of outstanding invoices: <table><tr><th>Invoice No.</th><th>Status</th><th>Amount</th><th>Date</th><th>View</th></tr><tr><td>#641</td><td>unpaid</td><td>£20.00</td><td>4 Nov 2021</td><td>view</td></tr><tr><td>#783</td><td>unpaid</td><td>£20.00</td><td>28 Jan 2022</td><td>view</td></tr><tr><td>#801</td><td>unpaid</td><td>£20.00</td><td>4 Feb 2022</td><td>view</td></tr><tr><td>#961</td><td>unpaid</td><td>£20.00</td><td>25 Mar 2022</td><td>view</td></tr></table>	Invoice No.	Status	Amount	Date	View	#641	unpaid	£20.00	4 Nov 2021	view	#783	unpaid	£20.00	28 Jan 2022	view	#801	unpaid	£20.00	4 Feb 2022	view	#961	unpaid	£20.00	25 Mar 2022	view
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[signature]	Your html email signature (set in settings > notifications & messages > email signature	Many thanks, [signature] Many Thanks, Squeegee Clean The Dairy, Brockhampton Offices, Brockhampton, Hereford. HR1 4SE 020 7861 4401 https://squeeg.ee																																																		
[logo]	Your business logo taken from uploading in settings > general.	[logo] Dear...																																																		

		 <p>Dear...</p>
[inviteLink]	A unique link for customers to sign up to automatic payments.	<p>Please click on the link below to sign up to automated payments:</p> <p>[inviteLink]</p> <p>Please click on the link below to sign up to automated payments:</p> <p>https://sqq.ee/u/mygeo</p>
[addressDescription]	The job address (rather than the billing/customer address)	<p>We are visiting tomorrow for a full exterior clean at [addressDescription]</p> <p>We are visiting tomorrow for a full exterior clean at 14 Grandstand Rd, Hereford HR4 9NE, UK</p>
[dateFromNow]	<p>A description of when an appointment is taking place in relation to the date the message is being sent.</p> <p>E.g. if the appointment is on the day of sending the message, the text will show as 'today' if it's one day in the future, the text will be 'tomorrow' etc</p>	<p>We will be with you [dateFromNow]</p> <p>We will be with you tomorrow</p>

[roundName]	Round name on the job	<p>We will be with you [dateFromNow] when visiting our [roundName] round</p> <p>We will be with you tomorrow when visiting our Hereford round</p>
[assignedTo]	Full name of the assignee on the job	<p>[assignedTo] will be completing your job</p> <p>Susie Bishop will be completing your job</p>
[assignedToFirstName]	First name of the assignee on the job	<p>[assignedToFirstName] will be completing your job</p> <p>Susie will be completing your job</p>
[assignedToLastName]	Last name of the assignee on the job	<p>[assignedToLastName] will be completing your job</p> <p>Bishop will be completing your job</p>
[duration]	The duration set on the job	<p>Your appointment is due to last approximately [duration]</p> <p>Your appointment is due to last approximately 0:30</p>
[formattedPrice]	Job price	<p>Your [serviceList] will be charged at [formattedPrice]</p> <p>Your window cleaning will be charged at £25.00</p>
[formattedDate]	Date formatted as Day, Month, date.	<p>Your next appointment will be on [formattedDate]</p> <p>Your next appointment will be on Mon, Jun 20th</p>
[serviceList]	List of services on the appointment	<p>We will be with you to perform the following services:</p>



		<p>[serviceList]</p> <p>We will be with you to perform the following services: Window Cleaning and gutter cleaning</p>
[time]	Appointment time in 24 hour time	<p>We will be with you at approximately [time]</p> <p>We will be with you at approximately 17:00</p>
[link]	Quote link	<p>Please see your quote attached: [link]</p> <p>Please see your quote attached: https://sqqg.ee/u/sf77f</p>
[reference]	Invoice reference number	<p>Your latest invoice ref: [reference] can be viewed here:</p> <p>[url]</p> <p>Your latest invoice ref: 21sgsGBMIzMHpsq25gg99 can be viewed here: https://sqqg.ee/go/i/21sgsGBMIzMHpsq25gg99</p>
[url]	Invoice link	
[formattedDueDate]	Date when the payment is due according to the date on the invoice	<p>Please find attached your invoice for today's appointment which is due on [formattedDueDate]</p> <p>Please find attached your invoice for today's appointment which is due on Mon, Jun 27th</p>

