

## Personalize Your Letters & Postcards

Article Number: 186 | Rating: Unrated | Last Updated: Mon, Jul 20, 2015 at 11:19 AM

The shop management software includes Followup Letters & Postcards that shop should take advantage of. This means that the template letters should be adjusted and personalized before sending them out. We encourage shops to create new letters as well. The sample below shows how to access the setup area to make changes or create new entries.

1. Click on Setup
2. Go to Standard Descriptions
3. Select Followup tab
4. Select Letters or Postcards
5. Edit the shop name references
6. Edit the shop signature
7. Click OK to save changes to the document
8. Click on Done to leave Standard Descriptions

Posted by: [Tim McDonnell](#) - Fri, Oct 30, 2009 at 3:27 PM. This article has been viewed 8184 times.

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