

How to Customize Contra Email Template

Objectives:

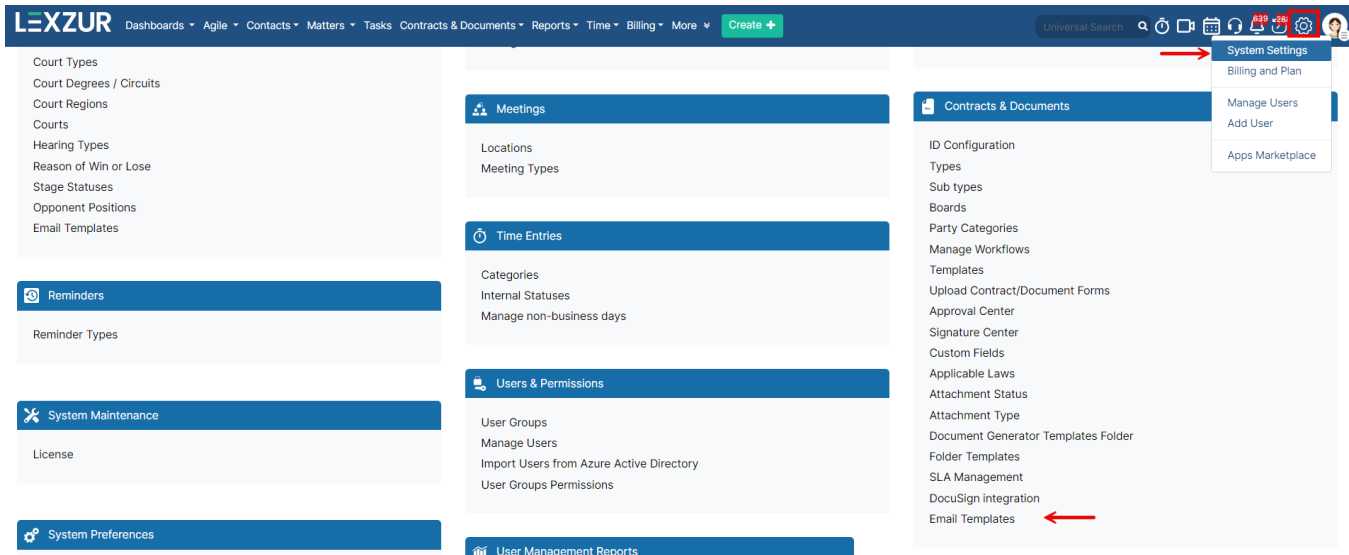
- Create Contract Email templates, predefine the Subject, Message, etc....

Steps:

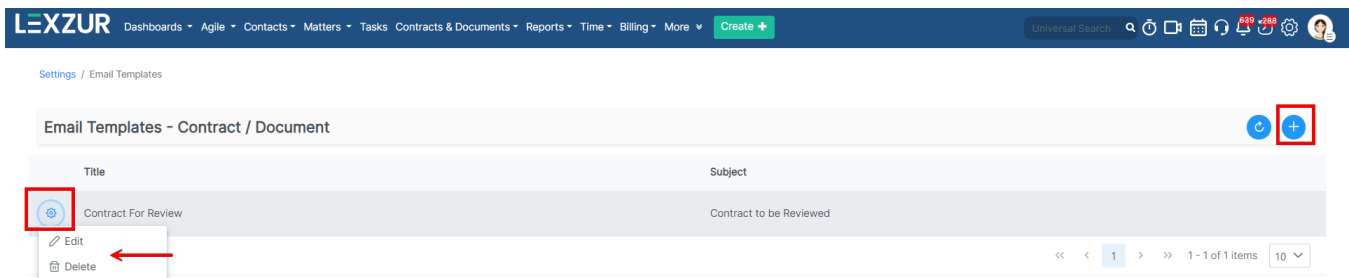
Users can now customize the email templates for sending emails in Contracts, Matters, Cases, and Invoices.

You can create multiple variations, personalize subjects and messages, and add custom fields and recipient information according to your preferences.

To initiate this customization process, navigate to the **System Settings Email Templates** in the **Contracts & Documents** section.



Here, you can efficiently manage your contract email templates and create new ones.



To create a new template, simply provide the template with a distinctive name, specify the subject and message for your email, and identify the CC recipients.

New Message

Employment Agreement Template

+Add Template

To

Employment Agreement Between jake homsi, Labbini LLC

Cc | Bcc

Dear Jake,

Kindly find below the details related to the employment agreement.
12-24-2023

Best regards,

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For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!