Cleaning Up Universal Emails Via Vax

Your clients are entrusting you with lots and lots of money and you want them to see you in the most professional light possible always. Never send your clients emails with grammatical errors such as spelling and more.

<mark>SIGNATURE:</mark>

This form will show you how to clean up and email your clients a professional quote. To start with always set up a signature in your email program. If your email does not allow this we suggest using Outlook as your email manager. This is our recommended email signature and if you are unsure how how to set one up Google is a great source.

Wishing you a MAGICAL day ºoº,

Your Name Here

youremailhere

Office: 281-your-number

Specializing in Disney Destinations, Disney Cruise Line Vacations, and Universal Vacations

for families, corporate travels, AND group travels.

Please check out and Like my Facebook page at:
https://www.facebook.com/yourpagehere

Find great tips and money saving links on my Pinterest page at:
https://www.pinterest.com/crazyaboutvacations/

This message is intended for the sole use of the individual and entity to whom it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended addressee, nor authorized to receive for the intended addressee, you are hereby notified that you may not use, copy, disclose or distribute to anyone the message or any information contained in the message. If you have received this message in error, please immediately advise the sender by reply email and delete the message.

This section will be based off of a VAX email. In VAX you can email yourself your clients quotes to clean up and then forward to them with the resort work up PDF.

Simply click "Email/Print Itinerary" (see red circle below)

Now here you will type <u>YOUR email address</u> and under subject type <u>one of the following</u> based on what you are sending:

"Your vacation quote"

"Your Payment Confirmation"

" Your Booking Confirmation"

Now here you will remove all of the auto generated verbage and type one of the following below.

PAYMENT CONFIRMATION:
Thank you for booking your vacation with me! It is an honor to be your agent!
Your payment has been made and indicated below :)

It is very important you make sure everything below is exactly as you wish because sometimes there are misunderstandings that can result in a loss of your money, your time, or even a forced cancellation if we cannot fix the error at a later date once it is discovered!
---------- OR ----------

BOOKING CONFIRMATION:
Thank you for booking your vacation with me! It is an honor to be your agent!
VERY IMPORTANT. Please view your attached booking confirmation. Please read below your booking confirmation.

Please read over details such as NAMES, DATES, AND ALL DETAILS. Please let me know if you see anything that is not what we talked about or anything that is incorrect such as the spellings of names, vacation dates, etc.

It is very important you make sure everything below is exactly as you wish because sometimes there are misunderstandings that can result in a loss of your money, your time, or even a forced cancellation if we cannot fix the error at a later date once it is discovered!
---------- OR ----------

QUOTE:
Thank you for allowing me the opportunity to quote your vacation! VERY IMPORTANT: Please read below the details and pay special attention to anything highlighted or in red lettering. SEE ATTACHED FOR PHOTOS AND MORE!

Please note that prices change daily along with availability.

CRAZYAboutVacations.com

Now hit the green button that says "Preview". See red circle above.

Now hit the green button that says "Email". Then close the pop up screen.

Now in your ebox your quote/payment confirmation/booking confirmation will be waiting to be forwarded to your client but before sending you need to clean it up. First select to forward your email. Once the forward opens up you need to do a few things to clean it up.

Start at the bottom first by removing the name and adding your business email signature. See red circle below.

Almost done… two more things to do below!

Now remove all of the forwarding details so that your quote looks professional. See red square below. Your email should start with Universal logo and agency logo.

From: CRAZY ABOUT VACATIONS LLC <travelinfo@fromyourtravelagent.com>
Sent: Tuesday, January 24, 2023 4:15 AM
To: natasha crazyaboutvacations.com <natasha@crazyaboutvacations.com>
Subject: Reservation Confirmation – Your Booking Confirmation!

Replies to this email will be sent to natasha@crazyaboutvacations.com.

CRAZY ABOUT VACATIONS LLC
512 GLENEAGLES DR
FRIENDSWOOD, TX 77546
(281)728-8809

UNIVERSAL
PARKS & RESORTS VACATIONS™

CRAZY ABOUT Vacations

Dear BLA WOODEN,

Thank you for booking your vacation with me! It is an honor to be your agent!
VERY IMPORTANT. Please view your attached booking confirmation. Please read below your booking confirmation.

Please read over details such as NAMES, DATES, AND ALL DETAILS. Please let me know if you see anything that is not what we talked about or anything that is incorrect such as the spellings of names, vacation dates, etc.

Now clean up your email subject line to only show only the subject you gave upon sending the email. Everything else remove. Red circle below shows what we need to remove from our forward.

Send

From ⌄   natasha@crazyaboutvacations.com

To

Cc

Subject   FW: Reservation Confirmation - Your Booking Confirmation!

Crazy About Vacations.com