

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.

SIGNATURE:

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 to set one up Google is a great source.

*Wishing you a **MAGICAL** day °o°,*

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.

SENDING FORMAL QUOTE, PAYMENT CONFIRMATION, OR BOOKING CONFIRMATION FROM VAX,:

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)

Traveler Information

Traveler # 1 - Adult
First: BLA Middle Initial/Name: Last: WOODEN Primary Number: 2817288809 Email: natasha@crazyaboutvacations.com Mobile Number:

Traveler # 2 - Adult
First: BLABBY Middle Initial/Name: Last: WOODEN

Traveler # 3 - Child , 7yr.
First: BLABBYBBY Middle Initial/Name: Last: WOODEN

Itinerary Summary
Hotel - 20AUG23 to 24AUG23

Total Package Price* \$1,657.05
or Pay Monthly from \$98/month

Days Prior to Departure 208
Base Package Price \$ 500.45
Adult Base Price (2) \$ 250.23
Child/Junior Base Price (1) \$ 0.00
Options \$ 1,156.60

Total Package Price* USD \$ 1,657.05
Price Per Person USD \$ 552.35
or Pay Monthly from USD \$98/month

*** Included Taxes and Fees**
[Terms & Conditions](#)

Email/Print Itinerary

Recent Searches
No Itineraries

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

“Your vacation quote”

“Your Payment Confirmation”

“ Your Booking Confirmation”

Email Your Itinerary

To:

[Add another recipient](#)

From: travelinfo@fromyourtravelagent.com

Reply To: natasha@crazyaboutvacations.com

Subject: Itinerary Notification

Preview

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

Reply To: natasha@crazyaboutvacations.com

Subject: Itinerary Notification

UNITED Vacations

CRAZY ABOUT Vacations

Introduction:

Thank you for taking the time to price a vacation with CRAZY ABOUT VACATIONS LLC. This email is to notify you of the items you selected when working with 2817288809 from CRAZY ABOUT VACATIONS LLC. All prices listed may be subject to change until payment is received.

Please review the [Terms and Conditions](#).

Total Amount of Payments: USD \$0.00

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.

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.

CLEANING UP YOUR EMAIL:

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.

Summary	
Flights & Hotel Package (includes Taxes and Carrier Imposed Fees)	\$6,062.36
Adult Base Price (1)	\$4,533.99
Child/Junior Base Price (1)	\$1,528.37
Round-trip Shared Transportation Maui Airport to Kaanapali area hotels	\$ 178.00
Promotion (UVSUMMER22)	-\$128.03
Total Price	\$6,112.33
Options	\$ 178.00

Thank you again, 2817288809

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




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.

	From ▾	natasha@crazyaboutvacations.com
	To	
	Cc	
	Subject	FW: Reservation Confirmation – Your Booking Confirmation!