


## Defining Standard Letter Content

- Click Maintenance.
- Click Standard Documents.
- Select the document that you want to define.

Estimate Letter	Branch Code	A
Dear Sir/Madam		
We have recieved notification from your Insurance Company regarding		
the repairs to the above vehicle.		
Please contact us as soon as possible to arrange a suitable date to		
effect repairs.		
Yours faithfully		

- Enter the text that you want to appear in your letter.
- Click the tick  twice to save the document content.