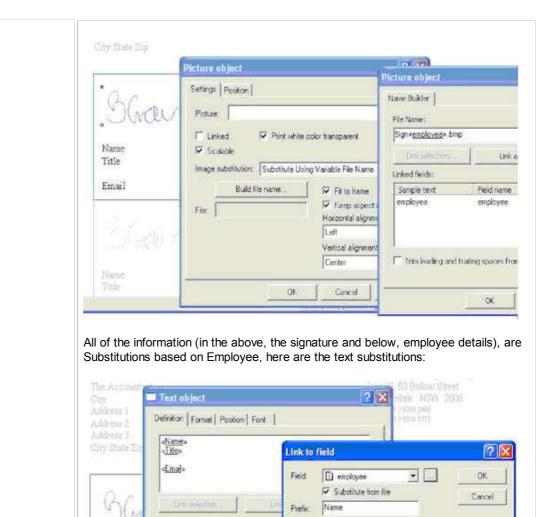


Start | Queues | Data Folders Archive | Setup | Submit | Associated Files Other Add-ons | Version Upgrade | Special Forms

Special Forms	Writing Letters	搅 PDF version
Special Forms CSV Output File QAD Forms in Chinese	Dunning and follow-up letters are a key part of managing yo especially in hard times like right now. FormTrap is an effect writing tool, allowing a variety of letters of different tones fro	tive and excellent letter
Multi-Page Forms Personal Emails	This is how it's done:	
Poster Printing	Data Extract from your DB	
Contracts and Other Documents	For most letters, this is all of the information you'll require, p document or as a records mode file in the Base Page record	
Quantity Masking	Company Name and Address	
Salutation Masking	Company Name and Address Person being written to (or a standard title like "The Accour	ntant")
Widow/Orphan Size	Amount outstanding	itanit y
Writing Letters	Date of last action	
Fax from your ERP System	Date of next action Employee Number	
	In addition, you'll require these two indictors (for Records M additional one-character records):	lode make them
	Letter Type – indicates the text required and variables to be Form Design rather than here as part of the record/variable	
	Closure type – allow for a signature, Name and Title only fo with an Email address. Again, done in the form design, with letter here.	
	Form Design	
	There are two simple design elements, being the Base Pag Closure Detail Records. Base page contains the date and c looks as below:	
	Standog surrang	irah denga
	Indiadadadadadadadadadadadadadadadadadada	
	Coy Address 1 Address 2 Address 3 City State Zip City Sta	
	Diamer Title Cop cop Addess 1 addres 1 Addres 2 Addres 3 addres 3	
	Dic Carcel Heb	
	The "Closure" Detail Lines contain just the Employee field a substitution files, where you can set up new employees with FormTrap form, or even set up "dummies" for certain letter to pass their details to a credit agency. This is a typical "Closure" Detail Line:	nout changing the



The above produces the file name "**NameXXXX.txt**" with employee number replacing the XXXX. The **data** from the matching file name in the Substitutions folder is inserted. These are a few of the substitution files with an example:

bg

٠

Mask as: None

Sulfac

Field name

employee

employee

employee

OK



Letter Texts:

Linked records:

Sample text

Name

Title

Email

Name

Title

Email

These are again just detail lines, which can incorporate data and use the special **Advanced** tab to define themselves as **Variable height** and to allow **Whitespace** after the final line.

Implicit header:	<none></none>	- I			
- Growing and shr	inking				
Variable hei	ght				
Whitespace:	0.3 in 🕂				
3		16			
		n			
	OK Cancel	Help			
ata from the Ba	ase page is incorporat	ed into the lett	er text as	are rec	quire
	e «employee» used to				
	-				
Text object					
Definition Format Po	stion Font				
	stion Fant				
Dear Sa.		and D.J. all he for a	ور المحمد المحمد الم	in the data	
Dear Sit, Coys is approaching against you. This we	the point where TCG Information Sys	iems P/L, will be forced DOLLAPS (\$500.00) or	o take legal act top of your exit	ion for debt t	ecovety Anjourn
Dear Sir, « <u>Coy</u> » is approaching against you. This will (« <u>Amount</u>)»), as well as	the point where TCG Information Sys cost «Cay» at least FIVE HUNDRED time, travel and loss of reputation.				
Dear Sir, « <u>Coy</u> » is approaching against you. This will (« <u>Amount</u>)»), as well as	the point where TCG Information Sys				
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The Accountant Lavel 3, 53 Baffort Street Dullard and Slow, Inc. S55 Smith street Site 100 Suite 100 Dear Sit, Dullard and Slow, Inc. is approaching the point where TCG Information Systems P/L will be forced t take legal action for debt recovery against you. This will cost Dullard and Slow, Inc. at least FIVE HUNDRED DOLLARS (\$500.00) on top of your existing debt of THREE THOUSAND DOLLARS ONLY (\$3,000.00), as well as time, travel and loss of reputation.	The Accountant Lavel 3, 53 Barfur Street Dullard and Slow, Inc. State 100 Suite 100 Fact - 40, 333, 300 Annityville MN 22222 3333, 44 Fact - 40, 333, 300 Dear Sit, Dullard and Slow, Inc. is approaching the point where TCG Information Systems P/L will be forced to take legal action for debt recovery against you. This will cost Dullard and Slow, Inc. at least FIVE HUNDRED DOLLARS (\$500,00) on top of your existing debt of THREE THOUSAND DOLLARS ONLY (\$3,000,00), as well as time, travel and loss of reputation. I would be most appreciative if you could call me to discuss your repayment program on 02 8303 2400 extension 139. If I have not heard from you or received payment in full by May 31, 2009, legal action will be taken. Yours faithfully, JMM Juddeern Bruce M. Matheson Credit Manager, AR	The Accountant Lavel 3, 50 Balfort Shreet Dullard and Slow, Inc. The Accountant S55 Smith street The Accountant Suite 100 The Accountant Suite 100 The Accountant Amnityville MN 22222 3333 44 The Accountant Shreet Dear Sir, Dullard and Slow, Inc. is approaching the point where TCG Information Systems P/L will be forced to take legal action for debt recovery against you. This will cost Dullard and Slow, Inc. at least FIVE HUNDRED DOLLARS (\$500.00) on top of your existing debt of THREE THOUSAND DOLLARS ONLY (\$3,009.00), as well as time, travel and loss of reputation. I would be most appreciative if you could call me to discuss your repayment program on 02 8303 2400 extension 139. 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 Dullard and Show, Inc. is approaching the point where TCG Information Systems P/L will be forced to take legal action for debt recovery against you. This will cost Dullard and Slow, Inc. at least FIVE HUNDRED DOLLARS (\$500.00) on top of your axisting debt of THREE THOUSAND DOLLARS ONLY (\$3,000.00), as well as time, travel and loss of reputation. I would be most appreciative if you could call me to discuss your repayment program on 02 \$303.240 extension 139. If I have not heard from you or received payment in full by May 31, 2009, legal action will be taken. Yours faithfully, JMM Juddesn Bruce M. Matheson Credit Manager, AR 	Dullard and Slow, Inc. is approaching the point where TCG Information Systems P/L will be forced to take legal action for debt recovery against you. This will cost Dullard and Slow, Inc. at least FIVE HUNDRED DOLLARS (\$500.00) on top of your existing debt of THREE THOUSAND DOLLARS ONLY (\$3,000.00), as well as time, travel and loss of reputation. I would be most appreciative if you could call me to discuss your repayment program on 02 8303 2400 extension 139. If I have not heard from you or received payment in full by May 31, 2009, legal action will be taken. Yours faithfully, MM_Mathem Bruce M. Matheson Credit Manager, AR	Dullard and Slow, Inc. is approaching the point where TCG Information Systems P/L will be forced to take legal action for debt recovery against you. This will cost Dullard and Slow, Inc. at least FIVE HUNDRED DOLLARS (\$500.00) on top of your existing debt of THREE THOUSAND DOLLARS ONLY (\$3,000.00), as well as time, travel and loss of reputation. I would be most appreciative if you could call me to discuss your repayment program on 02 8303 2400 extension 139. If I have not heard from you or received payment in full by May 31, 2009, legal action will be taken. Yours faithfully,	Dullard and Slow, Inc. is approaching the point where TCG Information Systems P/L will be forced to take legal action for debt recovery against you. This will cost Dullard and Slow, Inc. at least FIVE HUNDRED DOLLARS (\$500.00) on top of your existing debt of THREE THOUSAND DOLLARS ONLY (\$3,000.00), as well as time, travel and loss of reputation. I would be most appreciative if you could call me to discuss your repayment program on 02 8303 2400 extension 139. If I have not heard from you or received payment in full by May 31, 2009, legal action will be taken. Yours faithfully,	Dullard and Slow, Inc. is approaching the point where TCG Information Systems P/L will be forced to take legal action for debt recovery against you. This will cost Dullard and Slow, Inc. at least FIVE HUNDRED IDOLLARS (\$500.00) on top of your existing debt of THREE THOUSAND DOLLARS ONLY (\$3,000.00), as well as time, travel and loss of reputation. I would be most appreciative if you could call me to discuss your repayment program on 02 8303 2400 extension 139. If I have not heard from you or received payment in full by May 31, 2009, legal action will be taken. Yours faithfully,	Dullard and Slow, Inc. is approaching the point where TCG Information Systems P/L will be forced to take legal action for debt recovery against you. This will cost Dullard and Slow, Inc. at least FIVE HUNDRED DOLLARS (\$500.00) on top of your existing debt of THREE THOUSAND DOLLARS ONLY (\$3,000.00), as well as time, travel and loss of reputation. I would be most appreciative if you could call me to discuss your repayment program on 02 8303 2400 extension 139. If I have not heard from you or received payment in full by May 31, 2009, legal action will be taken. Yours faithfully,	Dullard and Slow, Inc. is approaching the point where TCG Information Systems P/L will be forced to take legal action for debt recovery against you. This will cost Dullard and Slow, Inc. at least FIVE HUNDRED DOLLARS (\$500.00) on top of your existing debt of THREE THOUSAND DOLLARS ONLY (\$3,000.00), as well as time, travel and loss of reputation. I would be most appreciative if you could call me to discuss your repayment program on 02 8303 2400 extension 139. If I have not heard from you or received payment in full by May 31, 2009, legal action will be taken. Yours faithfully, M.M. Matheam Bruce M. Matheson Credit Manager, AR	 Dullard and Słow, Inc. is approaching the point where TCG Information Systems P/L will be forced take legal action for debt recovery against you. This will cost Dullard and Slow, Inc. at least FIVE HUNDRED DOLLARS (\$500.00) on top of your existing debt of THREE THOUSAND DOLLARS ONLY (\$3,000.00), as well as time, travel and loss of reputation. I would be most appreciative if you could call me to discuss your repayment program on 02 8303 24 extension 139. If I have not heard from you or received payment in full by May 31, 2009, legal action will be taken. Yours faithfully, JMM Matheson Credit Matheson Credit Manager, AR 	555 Smith street Suite 100	Tel: +01.2 (002) 2400
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Bruce M. Matheson Credit Manager, AR	Bruce M. Matheson Credit Manager, AR	Bruce M. Matheson Credit Manager, AR	Bruce M. Matheson Credit Manager, AR	Bruce M. Matheson Credit Manager, AR	Bruce M. Matheson Credit Manager, AR	Bruce M. Matheson Credit Manager, AR	Bruce M. Mathoson Credit Manager, AR	Yours fáithfully,	
Credit Manager, AR	Credit Manager, AR	Credit Manager, AR	Credit Manager, AR	Credit Manager, AR	Credit Manager, AR	Credit Manager, AR	Credit Manager, AR	Jett. Markum	

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Aardvark Associates Inc, has ignored our last request dated March 31, 2009 and as a consequence TCG Information Systems P/L will pass this account to a debt collection agency effective the start of next month if we have not been contacted by you before that date. The amount outstanding is ONE HUNDRED FIFTEEN DOLLARS AND 41 CENTS (\$115.41) and will increase by court costs of at least another FIVE HUNDRED Dollars. In addition, TCG Information Systems Pty. Ltd. will place you on a national list of poor payers and your company may find difficulty in obtaining credit for a number of years thereafter. Again, 1 would be most appreciative if you could call me to discuss your situation on 02 8303 2400, extension 120. This is your last opportunity to deal with TCG Information Systems Pty. Ltd. instead of a collection agency who are much less polite than we have been. Yours faithfully, Brian Crow Chief Accountant	Aardvark Associates Inc. has ignored our last request dated March 31, 2009 and as a consequence TGG Information Systems P/L will pass this account to a debt collection agency effective the start of next month if we have not been contacted by you before that date. The amount outstanding is ONE HUNDRED FIFTEEN DOLLARS AND 41 CENTS (\$115.41) and will increase by court costs of at least another FIVE HUNDRED Dollars. In addition, TGG Information Systems Ply. Ltd. will place you on a national list of poor payers and your company may find difficulty in obtaining credit for a number of years thereafter. Again, I would he most appreciative if you could call me to discuss your situation on 02 8303 2400, extension 120. This is your last opportunity to deal with TCG Information Systems Ply. Ltd. instead of a collection agency who are much less polite than we have been. Yours faithfully, Brian Crow Chief Accountant	The Accountant Aardvark Associates Inc. 13451 Main Street Suite 200	Ovppendale NSW 2008 tet +01.2 8323 2400
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Show Brian Crow Chief Accountant	Show Brian Crow Chief Accountant	is is your last opportunity to deal with TCG Informati ency who are much less polite than we have been.	on Systems Pty. Ltd. instead of a collection
Brian Crow Chief Accountant	Brian Crow Chief Accountant	Yours faithfully,	
Chief Accountant	Chief Accountant	Blan	
Brian.Crow@FormTrap.com	Brian.Crow@FormTrap.com		
		Brian.Crow@FormTrap.com	

May 1, 2009	FormTrap
The Accountant Trans Tasman Railway Company 53 Balfour Street Chippendale NSW	TCG Information Systems Phy. Ltd Level 3, 53 Barfox Street Oxpoendale NSW 2008 Tel. 4812 600 2009 Fax: 4812 5310 5772
Dear Sir,	
TCG Information Systems P/L has handed ye Trans Tasman Railway Company only on a c	our debt to a debt collection agency and will deal with ash with order basis.
Trans Tasman Railway Company has been in to yet companies prior to the issuance of creating	icluded on a number of data bases used by credit controlle it facilities.
Yours faithfully,	
CA Hubbl	
Geraldine A. Hungerford	
Credit Supervisor	

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