

Correspondence and Mail Merge Software



**Clubware 2.0
Facility Management
Software**

**Correspondence and
Mail Merge Software**

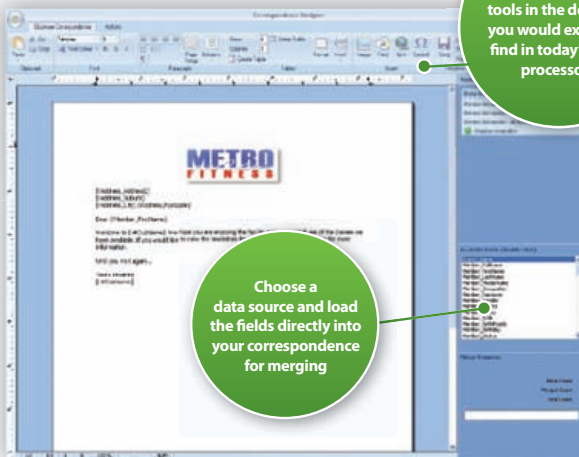
Clubware 2.0 Correspondence

With the Clubware 2.0 suite of correspondence tools, you'll find it easy to stay in touch with your members either individually or en masse.

The Correspondence Designer allows you to write and format letters, while the mail merge wizard easily adds personal details for the group of customers you select. There is no need to use any other software. Clubware 2.0 is your total member correspondence solution.

Customise Your Correspondence

Design your own custom correspondence including your logo, club details and member database fields. Clubware 2.0's Correspondence Designer allows you to format text, design tables, add images and perform many of the functions you expect from your word processing software.



Design Address Labels and Documents

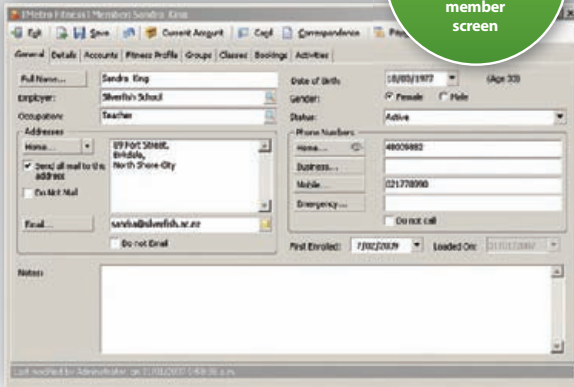
Finish off your correspondence design with address labels and documents that maintain your corporate style.

Professional Design

Present a more professional front in all of your customer correspondence. Whether you choose to send an email*, letter or SMS**, you can use consistently professional design formats.

and Mail Merge Software

Send correspondence to members directly from the member screen



Single Documents

Send routine emails to a single member in seconds with handy correspondence templates.

Multiple Documents

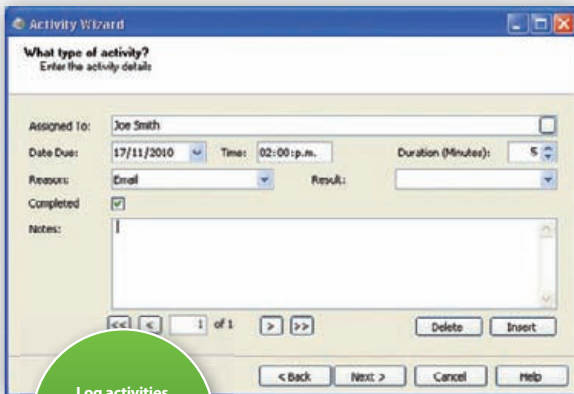
It is easy to apply your own criteria to select members for printing letters and address labels at the same time. There is no need for double handling and no risk of overruns.

Total Correspondence Solution

Perform mail merges to an unlimited number of members from within Clubware 2.0 without having to use Microsoft Word or any other word processing software.

Log Follow-up Activities

Automatically diary follow-up activities to match your correspondence and prompt staff to action. Activities that you diary for follow-up after your letters and emails are sent are automatically displayed on the member's next visit.



Log activities to follow up your correspondence calls-to-action

*Requires Internet connection and valid email address

**Call us to discuss MMS

Import Options

Import RTF documents created in Microsoft Word or other programs, then add fields, images or tables and use them to create mail merge documents.

Export Options

Send or save your correspondence items as emails, printed letters or PDFs. You may also export them easily in HTML or RTF for use in other applications.

Reusable Data Sources

With the Clubware 2.0 correspondence suite, you choose the data fields and criteria from the database you want to use in your correspondence. Your selections can also be applied for Clubware 2.0 reports and can be reused with ease.

For more information about Clubware contact:

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