ETERNAL

ETERNAL MOTORWORKS

FOR APPROVAL



DOCUMENTS AND EMAIL TEMPLATES

For the owners' review and approval. 6 document templates and 60 emails, shown with sample data, one to a page. Each page carries its own sign-off line: mark it approved, or note what should change.

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2	Invoice
3	Receipt
4	Quote
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8	to 67. The emails, grouped by what they are for

Prepared November 18, 2026

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INVOICE

INV-1001



SAMPLE · NOT A REAL RECORD

AMOUNT DUE

$40,000.00

DUE

November 12, 2026

STATUS

OPEN

SCAN TO PAY

BILLED TO

Hale Collection LLC
Attention Jordan Hale
1201 Belmont Blvd
Nashville, TN 37212

SENT TO

ap@halecollection.com

YOUR CAR

CONCEPT STUDY



Eternal E08

PAINT	Eternal Rosso, Gloss
INTERIOR	Cognac leather
WHEELS	Carbon Ten / Brushed Silver

DETAILS

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Commission milestone: build start Bodywork and the engine program begin	1	$40,000.00	**$40,000.00**

WHERE THIS INVOICE SITS

Commission 007

Deposit	Build start	Delivery
$40,000.00	$40,000.00	AHEAD
PAID	THIS INVOICE	

$40,000.00 paid of $400,000.00

Invoice total	$40,000.00
Paid to date	$0.00
AMOUNT DUE	**$40,000.00**

HOW TO PAY

PAY ONLINE →

eternalmotorworks.com/pay/sample

Card, debit card, Link, Apple Pay and Google Pay. Financing may be offered at checkout when available. Secured by Stripe.

By check

Payable to Eternal Motorworks. Ask us for the mailing address. Write INV-1001 on the check.

By wire

Call 404-907-3335 for instructions. Bank details are never sent or changed by email.

In My Eternal

Sign in to My Eternal to see this invoice, pay it, and keep every receipt together.

Invoice. For the owners' review

Approved by _____ Date _____

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RECEIPT

R-1001 PAID



SAMPLE · NOT A REAL RECORD

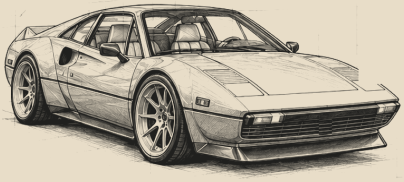
PAID IN FULL
OCTOBER 29, 2026

RECEIVED WITH THANKS

$40,000.00

Visa ending 4242 · October 29, 2026 · Applied to INV-1001

YOUR CAR — CONCEPT STUDY



Eternal E08

PAINT	Eternal Rosso, Gloss
INTERIOR	Cognac leather
WHEELS	Carbon Ten / Brushed Silver

WHAT THIS PAYMENT MOVED FORWARD

Commission 007

Deposit	Build start	Delivery
$40,000.00	$40,000.00	AHEAD
PAID	THIS PAYMENT	

$80,000.00 paid of $400,000.00

RECEIVED FROM

Hale Collection LLC
Attention Jordan Hale
1201 Belmont Blvd
Nashville, TN 37212

RECEIPT SENT TO	COMMISSION	INVOICE
ap@halecollection.com	**007**	**INV-1001**

DETAILS

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Commission milestone: build start Bodywork and the engine program begin	1	$40,000.00	**$40,000.00**

Thank you.
This is your receipt; keep it for your records. Every invoice and receipt on your commission is also kept in My Eternal.

Paid on the commission to date	$80,000.00
Balance on the commission	$320,000.00
AMOUNT PAID	**$40,000.00**

Receipt. For the owners' review

Approved by _____ Date _____

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QUOTE

Q-1001



SAMPLE · NOT A REAL RECORD

QUOTE TOTAL	VALID UNTIL	STATUS	DEPOSIT (10%)
$400,000.00	November 28, 2026	OPEN	$40,000.00

THE SPECIFICATION

Commission 007



CONCEPT STUDY

ETERNAL E08

PAINT	Eternal Rosso, Gloss
WHEELS	Carbon Ten / Brushed Silver
INTERIOR	Cognac leather
EXHAUST	Bespoke exhaust

PREPARED FOR

Hale Collection LLC
Attention Jordan Hale
1201 Belmont Blvd
Nashville, TN 37212

SENT TO

In My Eternal

PRICE BREAKDOWN

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Eternal E08 commission Bodywork, engine program, chassis, cabin and finishing	1	$385,000.00	**$385,000.00**
Paint: Eternal Rosso, gloss	1	$12,000.00	**$12,000.00**
Bespoke exhaust	1	$3,000.00	**$3,000.00**

TERMS

Prices in US dollars. The deposit reserves the build slot and is applied to the total.

Deposit to reserve the build (10%)	$40,000.00
QUOTE TOTAL	$400,000.00

ACCEPTANCE

Sign to accept this quote and reserve your build, or accept it in My Eternal. The deposit is applied to the total.

NAME _____ SIGNATURE _____ DATE _____

Quote. For the owners' review

Approved by _____ Date _____

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CHANGE ORDER

CO-1001



CONCEPT

SAMPLE · NOT A REAL RECORD

CHANGE ORDER TOTAL	VALID UNTIL	STATUS	FOR
$4,500.00	November 28, 2026	OPEN	Commission 007

YOUR CAR



CONCEPT STUDY

ETERNAL E08

PAINT
Eternal Rosso, Gloss

WHEELS
Carbon Ten / Brushed Silver

INTERIOR
Cognac leather

PREPARED FOR

Hale Collection LLC
Attention Jordan Hale
1201 Belmont Blvd
Nashville, TN 37212

SENT TO
In My Eternal

PRICE BREAKDOWN

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Change: bespoke cabin stitching Contrast stitch in Grove Gold across seats and door cards	1	$4,500.00	**$4,500.00**

TERMS

Prices in US dollars. Once approved, this change is added to the commission total.

CHANGE ORDER TOTAL **$4,500.00**

ACCEPTANCE

Sign to approve this change, or approve it in My Eternal. It is added to the commission total.

NAME _____ SIGNATURE _____ DATE _____

Change order. For the owners' review

Approved by _____ Date _____

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SAMPLE · NOT A REAL RECORD

Jordan Hale
Hale Collection LLC
1201 Belmont Blvd
Nashville, TN 37212

RECEIPT

R-1001 PAID

October 29, 2026

Dear Jordan,

Thank you. We received your payment of $40,000.00 on October 29, 2026, and applied it to commission 007, your Eternal E08.

This letter is your receipt. The same receipt is in My Eternal, where every invoice and payment on your commission is kept together.

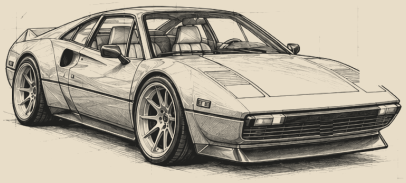
PAID IN FULL
OCTOBER 29, 2026

RECEIVED WITH THANKS

$40,000.00

Check · October 29, 2026 · Applied to INV-1001

YOUR CAR — CONCEPT STUDY



Eternal E08

PAINT	Eternal Rosso, Gloss
INTERIOR	Cognac leather
WHEELS	Carbon Ten / Brushed Silver

WHAT THIS PAYMENT MOVED FORWARD — Commission 007

Deposit	Build start	Delivery
$40,000.00	$40,000.00	AHEAD
PAID	THIS PAYMENT	

$80,000.00 paid of $400,000.00

With thanks,

ETERNAL

Eternal Motorworks · 404-907-3335

Balance on the commission $320,000.00

Mailed receipt letter. For the owners' review

Approved by _____ Date _____

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REMITTANCE

INV-1001



SAMPLE · NOT A REAL RECORD

AMOUNT TO SEND	DUE	STATUS	REFERENCE
$40,000.00	November 12, 2026	BY WIRE	INV-1001

PREPARED FOR

Hale Collection LLC
Attention Jordan Hale
1201 Belmont Blvd
Nashville, TN 37212

SENT TO
ap@halecollection.com

INVOICE
INV-1001

BENEFICIARY AND BANK

ACCOUNT NAME (BENEFICIARY)	Not set
BANK NAME	Not set
BANK ADDRESS	Not set
ROUTING (ABA) NUMBER	Not set
ACCOUNT NUMBER	Not set

INCLUDE THIS REFERENCE

INV-1001

Put it in the wire's reference or memo field, so the payment is matched to your invoice. Your receipt follows when the funds arrive.

AMOUNT TO SEND $40,000.00

BEFORE YOU SEND

Eternal never changes bank details by email. Before you send, call us at the number on eternalmotorworks.com to confirm.

Our number: 404-907-3335

Remittance letter. For the owners' review

Approved by _____ Date _____

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ACCOUNT

01 ACCOUNT WELCOME

SUBJECT

Welcome to My Eternal

PREVIEW LINE

Sign in to see your specifications, quotes and orders.

Your account is ready.

Welcome, [First name]. My Eternal keeps your saved specifications, quotes, commission journal, service history and orders in one private place, so nothing about your car is buried in an email thread.

For the owners' review

Approved by _____ Date _____

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ACCOUNT

02 VERIFY EMAIL

SUBJECT

Your Eternal code is 123456

PREVIEW LINE

Use 123456 within 10 minutes.

Your sign-in code.

Hello [First name]. Enter this code on the sign-in page to open My Eternal. It also confirms that this address is yours.

123456

The code works once and expires in 10 minutes.

For the owners' review

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ACCOUNT

03 PASSWORD RESET

SUBJECT

Reset your Eternal password

PREVIEW LINE

Use the link within 60 minutes.

Choose a new password.

Hello [First name]. Use the button below to set a new password for your Eternal account.

For the owners' review

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ACCOUNT

35 WIRE INSTRUCTIONS

SUBJECT

Wire instructions for invoice INV-1001

PREVIEW LINE

$40,000.00. Use INV-1001 as the reference.

Paying by wire.

Here is how to pay invoice INV-1001 by wire. The full bank details are on the wire page, where you can copy each one and download a remittance letter. This email never carries the full numbers.

Beneficiary	[Account name]
Bank	[Bank name]
Account	On the wire page

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ACCOUNT

36 WIRE CODE

SUBJECT

Your code for invoice INV-1001: 482916

PREVIEW LINE

For invoice INV-1001.

Your one-time code.

Enter this code on the pay page to see the wire details for invoice INV-1001. It works for 10 minutes.

For the owners' review

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ACCOUNT

82 VERIFY PORTAL

SUBJECT

Your sign-in is ready

PREVIEW LINE

Upload information faster.

Your sign-in is ready.

Your email is verified. You can sign in to see your shipments and upload what we need in one place. You can also keep using the link we send with each shipment.

For the owners' review

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COMMISSION JOURNEY

05 ENQUIRY RECEIVED

SUBJECT

We have your inquiry

PREVIEW LINE

A member of the workshop will reply personally.

Thank you for writing.

Hello [First name]. Your inquiry is with the workshop.

While you wait, the commission studio lets you try paint, leather and wheels together and save what you like.

For the owners' review

Approved by _____ Date _____

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COMMISSION JOURNEY

06 SPECIFICATION SAVED

SUBJECT

Your specification is saved

PREVIEW LINE

Eternal E08, Eternal Rosso, gloss

Here is what you saved.

You can revise it as often as you like. Every earlier version is kept exactly as it was.

Model	Eternal E08
Paint	Eternal Rosso, gloss
Cabin	Cognac leather
Wheels	Carbon Ten / Brushed Silver

For the owners' review

Approved by _____ Date _____

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52 CONFIGURATION PDF

SUBJECT

Your Eternal E08 build, as a PDF

PREVIEW LINE

Eternal E08, Eternal Rosso, gloss

Your build is attached.

Your specification is attached as a PDF, with the car shown from every angle in your paint and your leather. It carries no pricing.

When you are ready, ask for a quote and the workshop will price this exact build.

Model	Eternal E08
Paint	Eternal Rosso, gloss
Leather	Cognac
Wheels	Carbon Ten / Brushed Silver

For the owners' review

Approved by _____ Date _____

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11 SPEC REVISED

SUBJECT

A revised specification is ready to review

PREVIEW LINE

cabin: Cognac leather to oxblood leather

What changed in your specification.

The workshop revised your specification. The change: cabin: Cognac leather to oxblood leather.

Reason: requested by phone.

Review the change in your account. A new quote follows once it is priced.

Model	Eternal E08
Paint	Eternal Rosso, gloss
Cabin	Cognac leather
Wheels	Carbon Ten / Brushed Silver

For the owners' review

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13 DECISION NEEDED

SUBJECT

Approve the interior material selection

PREVIEW LINE

The workshop needs your answer on one item.

Your decision is needed.

The workshop has prepared options for you to review. Take your time.

Decision	Approve the interior material selection
Why now	Leather orders are placed after approval
Options	Cognac or oxblood

For the owners' review

Approved by _____ Date _____

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14 BUILD UPDATE

SUBJECT

Seat frame mock-up complete

PREVIEW LINE

A new entry in your build journal.

Seat frame mock-up complete

The seat frame is mocked up in the cabin. Next we check the bolster height against your driving position.

For the owners' review

Approved by _____ Date _____

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COMMISSION JOURNEY

37 SIGN REQUEST

SUBJECT

To sign: Commission agreement

PREVIEW LINE

[Sender] at Eternal Motorworks sent AG-1001 for your signature.

An agreement is ready for you.

[Sender] at Eternal Motorworks sent you Commission agreement (AG-1001) to sign.

Open it with the button below. You confirm your email with a one-time code, read the document, and sign on any device.

Agreement	Commission agreement
Envelope	AG-1001
Sign by	2026-11-28

For the owners' review

Approved by _____ Date _____

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COMMISSION JOURNEY

38 SIGN CODE

SUBJECT

Your Eternal signing code: 482916

PREVIEW LINE

It works for 10 minutes.

Your one-time code.

Enter this code to confirm it is you and open Commission agreement. It works for 10 minutes.

For the owners' review

Approved by _____ Date _____

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COMMISSION JOURNEY

39 SIGN REMINDER

SUBJECT

Reminder: Commission agreement is waiting for your signature

PREVIEW LINE

AG-1001 from Eternal Motorworks.

Still waiting for your signature.

Commission agreement (AG-1001) from [Sender] at Eternal Motorworks is still waiting for you. It takes a few minutes, and you can pick up where you left off.

Agreement	Commission agreement
Envelope	AG-1001
Sign by	2026-11-28

For the owners' review

Approved by _____ Date _____

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COMMISSION JOURNEY

40 SIGN COMPLETED

SUBJECT

Signed: Commission agreement

PREVIEW LINE

AG-1001 is complete. Your signed copy is ready.

Signed by everyone.

Everyone has signed Commission agreement (AG-1001). Your signed copy, with its certificate of completion, is ready to download and is kept in My Eternal.

For the owners' review

Approved by _____ Date _____

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COMMISSION JOURNEY

41 SIGN VOIDED

SUBJECT

Withdrawn: Commission agreement

PREVIEW LINE

AG-1001 no longer needs your signature.

This agreement was withdrawn.

Eternal Motorworks withdrew Commission agreement (AG-1001). There is nothing for you to sign, and the earlier link no longer opens it.

Agreement	Commission agreement
Envelope	AG-1001
Reason	[Reason]

For the owners' review

Approved by _____ Date _____

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COMMISSION JOURNEY

60 WELCOME BUILD

SUBJECT

Welcome to the build, [First name]

PREVIEW LINE

[Contact] is your contact.

Your build has started.

Thank you. [Contact] is your one contact from now until the day you drive the car away.

You will hear from us on a fixed day every two weeks, with photos, even when little has changed. Each milestone gets its own note. If a date moves, you hear within two days, with the reason.

Your contact	[Contact]
Updates	Every other Tuesday
Payments	[Payment schedule]

For the owners' review

Approved by _____ Date _____

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COMMISSION JOURNEY

61 UPDATE MILESTONE

SUBJECT

Body off the chassis

PREVIEW LINE

A milestone on your car.

Body off the chassis

The body is off and the chassis is on the stand. Photos are on your build page.

Next: Media blasting and inspection.

For the owners' review

Approved by _____ Date _____

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62 SCHEDULE SLIP

SUBJECT

A date has moved: Paint

PREVIEW LINE

New range: the second half of March.

A date has moved.

Paint will now be the second half of March. The reason: [The reason]

We tell you the day we know. If you would like to talk it through, reply and we will call.

For the owners' review

Approved by _____ Date _____

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63 PART ORDERED

SUBJECT

Ordered for your car: [Part]

PREVIEW LINE

Expected [date range].

A part is on order.

We ordered [Part] for your build. Expected [date range].

We will write again when it arrives and has been inspected.

For the owners' review

Approved by _____ Date _____

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64 PART DELAYED

SUBJECT

[Part] is delayed

PREVIEW LINE

Now [date range].

A part is delayed.

[Part] is now expected [date range]. [Effect on the schedule]

For the owners' review

Approved by _____ Date _____

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65 PART ARRIVED

SUBJECT

[Part] has arrived

PREVIEW LINE

Inspected, with photos.

Your part has arrived.

[Part] (order [Order]) arrived on [Date] and has been inspected: [Inspection result]

Status: [Fitted on date, scheduled for date, or waiting on something].

A cost or scope change, if any, is listed below for your approval.

For the owners' review

Approved by _____ Date _____

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66 PART FITTED

SUBJECT

[Part] is fitted

PREVIEW LINE

Another line signed off.

Fitted.

[Part] is fitted to your car.

[A line on how it went]

For the owners' review

Approved by _____ Date _____

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67 HANDOVER READY

SUBJECT

Your car is ready to schedule

PREVIEW LINE

Choose a handover day.

Your car is ready.

Every line of the build is signed off. We would like to walk you through the car, together, and hand you the records.

Choose a day below, and tell us whether you will collect the car or have it delivered.

For the owners' review

Approved by _____ Date _____

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COMMISSION JOURNEY

68 CAR FINISHED

SUBJECT

[Your car] is finished

PREVIEW LINE

The records pack and your build book.

Your car is finished.

[Your car] is finished and delivered. Thank you for trusting us with it.

Your records pack, warranty and build book are on your page. If anything feels off in the first weeks, call us. We would rather hear it early.

For the owners' review

Approved by _____ Date _____

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COMMISSION JOURNEY

69 HANDOVER INSTRUCTIONS

SUBJECT

Notes for your first drive

PREVIEW LINE

Break-in, care and who to call.

Your first drive.

[Break-in guidance]

[Care guidance]

For anything at all, call [Contact].

For the owners' review

Approved by _____ Date _____

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COMMISSION JOURNEY

70 CHECKIN 30

SUBJECT

How is the car, [First name]?

PREVIEW LINE

A short note from us.

Thirty days in.

It has been a month. How is the car? Reply to this email and a person will answer.

For the owners' review

Approved by _____ Date _____

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71 CHECKIN 90

SUBJECT

Ninety days, [First name]

PREVIEW LINE

Time to book the first service.

Ninety days in.

It has been three months. If the car is due for its first service, we will book it for you. Reply with a day that suits you.

For the owners' review

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COMMISSION JOURNEY

72 FIRST SERVICE DUE

SUBJECT

Your first service is coming up

PREVIEW LINE

Due [Date].

First service.

Your first service is due [Date]. Choose a day and we will book it.

For the owners' review

Approved by _____ Date _____

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COMMISSION JOURNEY

73 REFERRAL ASK

SUBJECT

If a friend asks about the car

PREVIEW LINE

A quiet note.

A friend.

If a friend ever asks about your car, we would be glad to meet them. There is nothing to do and no reward to claim. We wanted you to know the door is open.

For the owners' review

Approved by _____ Date _____

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COMMISSION JOURNEY

74 BUILD ANNIVERSARY

SUBJECT

A year with [Your car]

PREVIEW LINE

A photo from the build.

A year on.

It was a year ago today that [Your car] left the shop. How is it running?

A photo from your build is attached.

For the owners' review

Approved by _____ Date _____

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COMMISSION JOURNEY

75 SHIPMENT LINK

SUBJECT

A shipment is on its way: [Shipment]

PREVIEW LINE

Confirm the address, track it, upload what we need.

A shipment is on its way.

[Shipment] was sent by [Carrier]. Use the link to confirm the delivery address, follow the tracking and upload anything we ask for. You do not need an account.

Carrier	[Carrier]
Tracking	[Tracking]

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INVOICES AND BILLING

26 INVOICE ISSUED

SUBJECT

Invoice INV-1001 from Eternal

PREVIEW LINE

$40,000.00 due [Date]

Your invoice is ready.

Pay invoice INV-1001 securely online with card, Link, Apple Pay or Google Pay; financing may be offered at checkout when available. You can also pay by check or wire using the instructions on the invoice, and download the PDF in My Eternal.

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INVOICES AND BILLING

32 INVOICE REMINDER

SUBJECT

A reminder: invoice INV-1001

PREVIEW LINE

$40,000.00 due [Date]

Your invoice is still open.

Hello [First name]. If payment for invoice INV-1001 is already on its way, thank you, and please ignore this note.

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NEWSLETTER

31 NEWSLETTER CONFIRM

SUBJECT

Please confirm your newsletter subscription

PREVIEW LINE

One click to join the Eternal newsletter.

Confirm your subscription.

Someone asked to receive the Eternal newsletter at this address. Confirm below to join the list. If it was not you, ignore this message and you will not be subscribed.

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QUOTES

07 QUOTE REQUESTED

SUBJECT

Your quote request is with the workshop

PREVIEW LINE

You will get a message when the quote is ready.

We have your quote request.

We will price this exact specification and send the quote to your account.

Model	Eternal E08
Paint	Eternal Rosso, gloss
Cabin	Cognac leather
Wheels	Carbon Ten / Brushed Silver

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QUOTES

08 QUOTE READY

SUBJECT

Your quote Q-1001 is ready to review

PREVIEW LINE

$194,600.00, valid until [Date]

Your quote is ready.

Quote Q-1001 prices the exact specification you saved. Review the lines below, then accept or decline in your account.

Specification	Eternal E08, Eternal Rosso, revision 1

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QUOTES

09 QUOTE EXPIRING

SUBJECT

Quote Q-1001 expires on [Date]

PREVIEW LINE

Review it in time, or ask the workshop to refresh it.

Your quote expires soon.

Quote Q-1001 is valid until [Date]. After that it can no longer be accepted, though the workshop can refresh it.

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QUOTES

10 QUOTE ACCEPTED

SUBJECT

Your commission 007 is open

PREVIEW LINE

Your specification and price are on record.

Quote accepted.

Thank you, [First name]. You accepted quote Q-1001, and the specification and price are on record exactly as you approved them.

The workshop will contact you to schedule the next step. Your build journal starts here.

Specification	Eternal E08, Eternal Rosso

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QUOTES

12 CHANGE ORDER READY

SUBJECT

Change order Q-1002 needs your approval

PREVIEW LINE

Valid until [Date]. Nothing is added until you accept.

Your accepted specification has changed.

Change order Q-1002 covers the revision to your accepted specification. If you accept, the amount below is added to your commission.

Change	cabin: Cognac leather to oxblood leather

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RECEIPTS

25 PAYMENT RECEIPT

SUBJECT

Receipt R-1001: $40,000.00 received

PREVIEW LINE

Applied to Commission 007.

Payment received.

Thank you. Your payment is applied to your account. This email is your receipt.

Balance on the commission	$320,000.00

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RECEIPTS

33 RECEIPT MAILED

SUBJECT

Your printed receipt R-1001 is in the mail

PREVIEW LINE

Sent to [Mailing address]

A printed copy is on its way.

Hello [First name]. As you asked, a printed copy of receipt R-1001 for $40,000.00 is in the mail to [Mailing address]. The same receipt is in My Eternal now.

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RECEIPTS

27 REFUND ISSUED

SUBJECT

Your refund of $90.00 has been issued

PREVIEW LINE

Order O-1001, label x 2

Your refund is on its way.

We refunded this to your original payment method. It can take a few business days to appear.

For	Order O-1001, label x 2
Method	Card

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SERVICE

15 SERVICE REQUESTED

SUBJECT

We have your service request RO-1001

PREVIEW LINE

Nothing starts until you approve an estimate.

Your request is in.

Thank you. An advisor will confirm an appointment with you.

Sending a request does not authorize any work. You will receive an estimate to approve first.

Order	RO-1001
Car	1981 classic coupe
Concern	Rough idle when the engine is warm
Preferred times	Weekday mornings

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SERVICE

16 APPOINTMENT CONFIRMED

SUBJECT

Your appointment is set

PREVIEW LINE

[Day, time]

Appointment confirmed.

We will see 1981 classic coupe at the time below. If it no longer works for you, reply to this message and we will find another.

Order	RO-1001
Technician	[Technician]

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SERVICE

17 APPOINTMENT REMINDER

SUBJECT

Your appointment is tomorrow

PREVIEW LINE

[Day, time]

See you tomorrow.

A reminder that 1981 classic coupe is booked with the workshop tomorrow.

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SERVICE

18 ESTIMATE READY

SUBJECT

Your estimate for 1981 classic coupe is ready to approve

PREVIEW LINE

Estimate total $275.00.

Your estimate is ready.

The technician has inspected 1981 classic coupe. Each line below is explained in your account.

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SERVICE

19 ADDITIONAL WORK

SUBJECT

Additional work on 1981 classic coupe needs your approval

PREVIEW LINE

$60.00 in additional work, for your approval.

More work has come up.

While working on your car, the technician found more that needs attention.

The distributor cap is cracked.

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SERVICE

20 SERVICE READY

SUBJECT

1981 classic coupe has passed its quality check

PREVIEW LINE

Amount due $335.00

Your car is ready.

1981 classic coupe passed its quality check and the invoice is ready. Pay the advisor by card, check or transfer, and we will arrange delivery.

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SERVICE

21 SERVICE DELIVERED

SUBJECT

1981 classic coupe is back with you

PREVIEW LINE

Order RO-1001, delivered.

Your completion record is ready.

Thank you for trusting the workshop with 1981 classic coupe. The full record of this visit is in your account: the inspection, the approved work and the invoice.

Order	RO-1001
Car	1981 classic coupe
Work approved	$335.00

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SERVICE

76 SERVICE FOLLOWUP

SUBJECT

How is the car running?

PREVIEW LINE

A note a week after service.

A week on.

It has been a week since we returned your car. Has the work held up? Reply and a person will answer.

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SERVICE

77 SERVICE DUE

SUBJECT

Your next service is due

PREVIEW LINE

[Service] due [Date].

Service is due.

[Service] is due [Date]. Choose a day and we will book it.

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STORE

22 ORDER CONFIRMATION

SUBJECT

Your Eternal order O-1001 is confirmed

PREVIEW LINE

Order total $9,690.00.

Thank you for your order.

Your order and its tracking are kept in your account.

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STORE

23 ORDER SHIPPED

SUBJECT

Your order O-1001 has shipped

PREVIEW LINE

[Carrier], [Tracking number]

Your order is on its way.

Your order has shipped. The carrier and tracking number are below.

Order	O-1001
Carrier	[Carrier]
Tracking	[Tracking number]

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STORE

24 ORDER DELIVERED

SUBJECT

Your order O-1001 has arrived

PREVIEW LINE

Reply here if anything is not as expected.

Your order is here.

Your order was delivered.

If anything is not as expected, reply to this message.

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STORE

78 ORDER LEAD TIME

SUBJECT

Your order [Order]: when to expect it

PREVIEW LINE

[Item] ships [date range].

A made-to-order item.

[Item] is made to order. It ships [date range]. We will write again when it does.

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STORE

79 ORDER DELAY

SUBJECT

Your order [Order] is delayed

PREVIEW LINE

New date: [New date].

A delay on your order.

We cannot ship your order by the date we promised. The new date is [New date].

You may cancel the order for a full refund, at no cost, by replying to this email. If we do not hear from you and the new date is within 30 days, we will ship on the new date.

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STORE

80 ORDER FITMENT

SUBJECT

Did [Item] fit?

PREVIEW LINE

A note from a person.

Did it fit?

[Item] should have reached you. Did it fit your car? Reply with any question, and a person will answer.

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STORE

81 ORDER REVIEW

SUBJECT

How was your order [Order]?

PREVIEW LINE

One question.

How was it?

Would you tell us how the order went? One line is enough.

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