ALL EMAILS SHOULD INCLUDE THE COMPANY LOGO.  
COMPANY PHONE NUMBER, EMAIL, AND WEBSITE. (WITH CLICK TO ACTION)

**New Customer added email - email to customer**

**Subject:** New Account Details - Oodler Express

**Email:** Welcome to Oodler Express. We are happy to serve your business!  
Please note that you have been assigned access to our Online Portal.  
Use your email as your username and the following password \_\_\_\_\_\_\_ (pass) to log in.  
 **LOGIN Button**

**Client submits request a quote form** (email to customer)

**Subject:** New Quote Requested **Email:** your request for a delivery quote from Oodler Express is being processed. You will receive an email with the quote price shortly.  
  
(Include in this email all details like Po Number, pickup and drop off address and all items selected…)

**Client submits request a quote form** (email to crm admin users)

**Subject:** You have a new quote request  
 **Email:** you have received a new request for a quote from customer \_\_\_\_\_\_\_ (Include in this email all quote request details.)

**New Quote Email** (email to customer)  
This is after crm admin adds the pricing to the quote form.

(we also need to have a button in the quote page where we can always send the quote email again.)

**Subject:** Your New Quote From Oodler Express  
  
**Email:** Please find the quote details and pricing below. If you wish to proceed please accept the quote by clicking below. If you have any additional questions please contact us at 718-218-5239

**When customer approves or declines the quote** (email to crm users)

**Subject: New Quote Accepted**

**Email: customer \_\_\_\_\_\_\_ has approved the quote for PO Number \_\_\_\_\_\_\_**

**When delivery is scheduled and created** (email to customer)

**Subject:** Your delivery with Oodler Express  
  
**Email:** A new delivery with PO Number \_\_\_\_\_\_\_\_ was scheduled to be picked up and delivered on \_\_\_\_\_\_\_ (date) if you have any additional questions please feel free to contact us at 718-218-5239  
  
(Include in this email all delivery details. Pick up address, drop off address, PO Number, Items in delivery and Price.)

**Delivery Picked Up Email to customer.  
For this we also need to send SMS text messages with the same as the following message to both, pickup contact number and also drop off contact number.  
  
Subject:** Your Oodler delivery **Email:** the delivery for PO Number \_\_\_\_\_\_\_\_ scheduled with Oodler Express has successfully been plucked up.

**Delivery on the way - email to main customer. And also SMS text message to both, pickup contact number and delivery contact number.**  
  
**Subject:** Your Oodler express delivery is now on the way.

**Email:** Our driver is now on the way to the delivery address

**Delivery Dropped Off - Email to customer and also SMS Text message to both contact numbers.  
  
Subject:** Your Oodler Express delivery has been completed

**Email:** We have successfully delivered your Oodler Express delivery. Please find POD attached here.  **(here we need to include the document uploads and any images driver uploads as proof of delivery when he finishes the delivery.)**

**Send Invoice Button in delivery page.** (email to customer)

**Subject: Your Oodler Express Invoice**  
 **Email: Please find your Invoice from Oodler Express attached here.  
Payments can be submitted via Credit Card, checks, and or zelle.  
Please contact us at 718-218-5239 to help you complete a payment.  
  
Thank you for your business!**

**Password Reset Email.  
  
Subject:** Reset your password - Oodler Express

**Email:** you are receiving this email in request to reset your client portal at Oodler Express.  
Please click the link below to reset your password.