

10 CANNED EMAILS EVERY

DUBSADO USER NEEDS



STOP RETYPING THE SAME
EMAILS OVER AND OVER!

—
COPY THESE
CANNED EMAIL
TEMPLATES AND
EDIT TO FIT YOUR
BUSINESS NEEDS!

INQUIRY

INITIAL REPLY

SUBJECT: HI THERE! THANKS FOR REACHING OUT!

Hi {{client.firstName}}!

Thank you so much for reaching out! {{brand.name}} is committed to providing you with an unforgettable experience.

Please take a moment to review the service & pricing guide here:

{{form | formLink}}

My team will contact you at the phone number you provided, {{client.phone}}, to discuss packages, pricing, dates, and answer any questions you may have. This call will come from {{form | formLink}}.

Chat soon!

{{brand.emailTemplate.signature}}



INQUIRY

NO LONGER INTERESTED

SUBJECT: WHERE'D YOU GO?

Hi {{client.firstName}}!

I hope you're doing well! Have you received my previous emails? We haven't had a chance to connect. Are you still interested in learning more about the offered services?

If so, I would love to connect with you! Check out the link below to schedule a call with me!

{{scheduler | schedulerLink}}

If you have decided to go a different direction, while I'm sad to see you go, I completely understand! I will remove your inquiry from my contact list today; however, if you are interested in working together in the future and would like to move forward with services, reach out! I'd be excited to hear from you! You can always reach me via email or schedule a call using the link above.

Thanks for considering {{brand.name}} and best wishes!

{{brand.emailTemplate.signature}}



INQUIRY

FOLLOW UP

SUBJECT: IT WAS GREAT CONNECTING WITH YOU!

Hi {{client.firstName}}!

It was so great connecting with you today! Thank you so much for taking the time to chat with me. To reiterate, the package is [PACKAGE PRICE] and includes the following:

-
-
-
-

I'm available to begin your project on _____.

When you're ready to move forward, reply to this email, and I will get the booking documents to you as soon as possible. Please remember that all service dates are first-come, first-serve, so I cannot hold any dates without a completed booking. If you have any additional questions, please feel free to reach out; I'm eager to get started!

Looking forward to connecting again soon!

{{brand.emailTemplate.signature}}



BOOKING

PROPOSAL

SUBJECT: LET'S GET BOOKED!

Hi {{client.firstName}}!

I'm so excited that you're ready to book! Check out the booking documents linked below.

[{{form | formLink}}](#)

Within the link above, you will be able to:

- Review package details in the proposal
- Review & sign your contract (a copy will be sent to you following your signature)
- Submit payment via the inline invoice

Following your payment submission, you will receive a confirmation email, and then we'll be off to the races! If you have any questions, please be sure to reach out before completing your booking!

Thanks so much!

{{brand.emailTemplate.signature}}



BOOKING

CONFIRMATION

SUBJECT: YOU DID IT!

Hi {{client.firstName}}!

You did it! Your booking is complete! As we get closer to your start date, it may be helpful to hop on a call together to go through the details. To set up a call, visit the link below. We will confirm your service details and review any questions you may have!

{{scheduler | schedulerLink}}

You may also reach me via email. I'm so excited to work with you and thank you for choosing {{brand.name}}!!

Thanks so much!

{{brand.emailTemplate.signature}}



SERVICE

ITEM FOR REVIEW

SUBJECT: I HAVE SOMETHING SPECIAL FOR YOU!

Hi {{client.firstName}}!

I've got goodies coming your way! Visit the link below to review your _____.
Once you've given it a once over, let me know if you have any questions, comments, or concerns.

{{form | formLink}}

I'm excited to hear your thoughts!

Talk soon!

{{brand.emailTemplate.signature}}



PAYMENT

PAYMENT REMINDER

SUBJECT: PAYMENT DUE SOON

Hi {{client.firstName}},

This is a friendly reminder that you have a payment due on {{scheduledPayment | paymentDueDate : job}} for {{scheduledPayment | paymentAmountDueSimple : job.invoice.schedule : job.invoice}}. Please access your invoice below to complete your payment by the due date.

[{{job | invoiceLink}}](#)

If you have any questions, reach out!

Thank you!

{{brand.emailTemplate.signature}}



PAYMENT

PAST DUE

SUBJECT: OOPS! LOOKS LIKE YOU MISSED SOMETHING!

Hi {{client.firstName}},

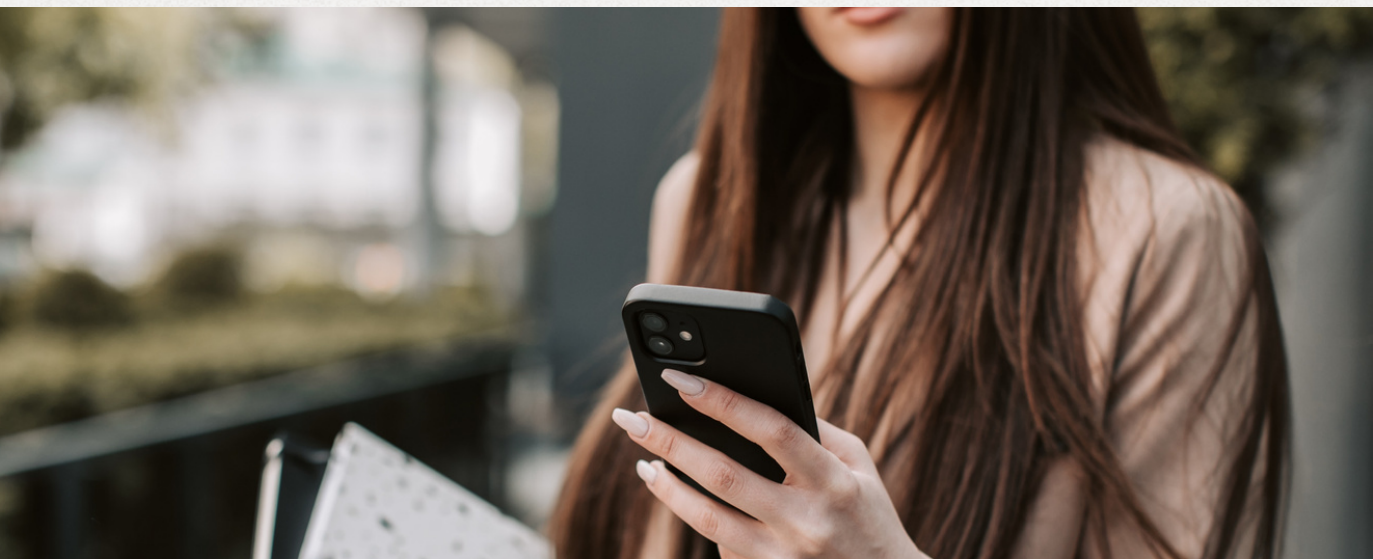
You had a payment due on {{scheduledPayment | paymentDueDate : job}} for {{scheduledPayment | paymentAmountDueSimple : job.invoice.schedule : job.invoice}}. There's still time to submit your payment before late fees apply. Please access your invoice below to review and complete payment.

[{{job | invoiceLink}}](#)

Keep in mind that without your payment, we cannot maintain services. If you have any questions or concerns, please feel free to reach out!

Thank you!

{{brand.emailTemplate.signature}}



PAYMENT

PAST DUE - CANCELLED SERVICES

SUBJECT: I HAVE BAD NEWS

Hi {{client.firstName}},

You had a payment due on {{scheduledPayment | paymentDueDate : job}} for {{scheduledPayment | paymentAmountDueSimple : job.invoice.schedule : job.invoice}}, we are now several days past your due date.

Failure to submit payment has resulted in canceled services. No further action is needed on your part. If you feel that this email has reached you in error, or you would like to discuss an adjusted payment arrangement, please contact us as soon as possible.

[{{job | invoiceLink}}](#)

Thank you,

{{brand.emailTemplate.signature}}



WRAP UP

SERVICES COMPLETE

SUBJECT: HAPPILY EVER AFTER

Hi {{client.firstName}},

It has been an absolute pleasure working with you! Thank you for choosing {{brand.name}}! I hope you have enjoyed our time together as much as I have!

Before I go, I have a favor to ask of you! As you know, reviews can make or break a business. It would mean the world to me if you would take a moment to share your honest thoughts regarding your experience with {{brand.name}}. Reviews may be submitted through [REVIEW PLATFORM].

Please keep {{brand.name}} in mind for future projects; I would love to work with you again!

Best wishes!

{{brand.emailTemplate.signature}}

