

## ServiceShop

Marketing  
Service Due by Customer Report

To add the template for Service Due by Customer Report

Copy and Paste report "Service\_Due\_by\_Customer" to folder holding the Mailing & Marketing letter templates (normally called 'ServiceShop Templates' within "ServiceShop Client" folder).

Go to:  
Main Menu/Reporting/Mailing & Marketing/Service Due

Adjust Starting and Ending Dates for the Report

Go To: Template File and Select "Service\_Due\_by\_Customer" and Install

Click Run

In Word 2007 go to:

Mailing/Start Mail Merge/Directory

Click 'Edit Recipient List and Sort by "Whole\_Name" click OK

Go TO "Finish & Merge" – Edit Individual Documents

Merge All Records, click OK

To Print a single page or range of pages go to:

File (Office Circle)/Print/Print and change Page Range to appropriate Page Number