

Welcome to your Tourwriter Itinerary Report 5 changes document. If you haven't already, you will soon choose your preferred Report, which will provide you with an output during the Implementation process. One Report is included in your Tourwriter start up package to get you through implementation..

Below is documented the detail of the 5 changes allowed to your Report during the Implementation process. It is important to note, your Report will behave differently based on whether you have a status of 'Quotation' or a status of 'Final'. This will allow you to control the information that is shown and when. This will be explained further by your Implementer during Training.

Please note, any changes beyond the 5 changes below will be discussed post your Implementation and will be invoiced. At this time and cost estimate will be provided - once the extra changes have been scoped.

Please select which 5 changes you wish to make to your Report from the list below. One change is deemed to be any of the following groups of changes:

Fonts
Font type
- If your requested font type is not a standard microsoft font you will need to provide full details of the text along with a link to download the font.

Font color
- All colors are to be provided in Hex format.

Font sizes
- One size for all text + one size for headings

Day/Date banner
Day banner background color
- All colors are to be provided in Hex format.

Front cover formatting
Change of location of logo
Removing current text from appearing

Interchanging data
Interchange one portion of data from another report to your preferred report. Example of this change could be to swap the front cover page or to have your Accommodation show like another report.

Footer
Change to Text
Remove footer

Format required for Quotation/Proposal vs Final
Times to appear on quotation or proposal itinerary (*Note: By default times will appear only on a Final itinerary)*

Supplier names
All supplier names to appear on Quotation/Proposal. *(By default only variations of service type 'Accom' will show. No other suppliers show names on quotation/proposal)*

Inclusions
Remove inclusions from displaying

Exclusions:
Provide text that will be hard-coded

HTML coding
HTML can be enabled so that it can be used in all publishing content. This can be enabled however this will be deemed to be 2 changes.

Important note:

There are some changes that cannot be achieved with your report. These are;
Justified text
Watermarks
Boxed text
Columns

We look forward to producing an Itinerary Report for you, as part of your Implementation set up.

Best regards
The Tourwriter Sales team

Tourwriter Itinerary Group Report (Enterprise only)

If you are an Enterprise Customer you may prefer to use our Group Itinerary report. You can combine your changes to incorporate any of the above changes with any of the below to total 5 changes.

Pricing can be included on the Group itinerary or it can be removed.
Display pax break pricing
Display per person pricing for Twin/Double with Single Supplement
Change location of pricing field (left, right, top, bottom, centered)

Note: Further requirements for Group itineraries can be discussed with your Sales Executive.