

Email Template Swipe File

FROM WEB BUSINESS BOSS

Setting Boundaries

- [Why we prefer email communication](#)
- ['Online Business' wording/disclaimer on my Contact page](#)
- [SMS Template: Response to an initial phone enquiry](#)
- [Email Template: Response to initial enquiry \(Option 1\)](#)
- [Email Template: Response to initial enquiry \(Option 2\)](#)
- [Email Template: Response to in-person meeting request \(CHARGE\)](#)
- [Email Template: Response to in-person meeting request \(FREE\)](#)

Get Feedback/Approval

- [Booking Website Intensive Sprint With Client](#)
- [Website Intensive Day 1 Email](#)
- [Developed Website Review — ROUND 1 \(Home + 1 Page Only\)](#)
- [Developed Website Review — ROUND 2 \(Internal Pages\)](#)
- [Developed Website Client Review — ROUND 3 \(Get launch approval\)](#)

Keeping Projects On Track

- [Client Requests Are Out Of Scope](#)
- [Chase Up Client Feedback](#)
- [Follow Up Client / Deadline Warning](#)
- [Website Suspension Warning](#)

Website Updates / Maintenance

- [Web Maintenance Complete \(First Month\)](#)

- [Website Care Plan - Renewal Options](#)
- [Website Care Plan Options - Upsell past clients](#)

Website Launch / Handover Emails

- ['Just Launched' Canva Templates & Email Script](#)
- [Admin Access Warning Email Script](#)
- [Your Website Training Videos](#)

Proposals & Invoices

- [Chase Up Client — Proposal](#)
- [Deposit Invoice Email](#)
- [Deposit Invoice Unpaid — Chase up client](#)
- [Progress Payment Invoice](#)
- [Final Invoice Email](#)
- [Final Invoice - Project is not complete but the client is dragging](#)
- [Overdue Invoice — First Reminder](#)
- [Overdue Invoice — Second Reminder](#)
- [Overdue Invoice — Tough Reminder](#)
- [Overdue Invoice — Late Fee Applied](#)
- [\[Warning\] Website Suspension](#)
- [ACTION REQUIRED: Your website will be deleted \(hosting renewal not paid\)](#)
- [New Bank Account Details](#)

Other

- [Request/Provide Logins \(One Time Secret\)](#) - for sending logins securely
- [Admin Access to Your Website - Handle With Care](#)
- [Warning when giving Administrator access to WP website](#)
- [Admin Access Sorted for Your Website - Handy Info & Tips \(Requested by client\)](#)
- [Email Autoresponder - General](#)
- [Holidays Auto Responder](#)
- [Christmas Auto Responder](#)

- [Website Policies Waiver > Upsell to Termageddon](#)
- [Which hosting provider would you like to use?](#)
- [Warn client to use your chosen hosting provider](#)