

# Emailing

You can access the email management section via the project overview. Here you can keep track of emails that have been sent.

Lead

Mon Jun 17 2024

61 High Street Cambridge Cambridgeshire CB22 6RP

Add details

Add details

Add details

Roof

Panels

Inverter

Electrical

Performance

Consumption

Structural

Schematic

Financial

Surveys

Customer Proposal

Installation record

Forms

Complete Forms

Scaffolding Request

DNO application via Connect Direct

Incomplete Forms

PV Array Test Report

PV Array Test Report V2

G99 50KW - DNO Application Form

Letter of Consent

G98

G99 A1-1 - DNO Application Form

G99 A1-2 - DNO Application Form

G99 A3-1 - Installation Document

G99 A3-2 - Installation Document

G99 A3-3 - Installation Document

Documents

Upload

1 Unknown electrical accessory (3515)

2 AC isolator - IMO - 40A 4-pole

4 MC4 4mm Connector Pair

1 50m reel of 4mm2 solar cable

40 Fastensol black universal clamp

20 Fastensol black end cap

40 Fastensol landscape slate roof hook

10 Fastensol silver rail 3550mm

Total (ex VAT and delivery)

£3340.56

DNO Application

Continue

Emails

Blank Email

Quotation

DNO

Handover pack

If you would like emails to send from your email and domain, rather than no-reply@easy-pv.co.uk, then follow the steps outlined [here](#).

## Editing and sending an email

**Send Email**

To:  + Bcc

Cc: leo.kelly+pro@midsummerenergy.co.uk

Subject: Solar PV proposal for 61 High Street Cambridge Cambridgeshire

Dear customer,

I'm pleased to share a proposal for a solar PV system at 61 High Street Cambridge Cambridgeshire. Our recommended system will help you save money on your energy bills over the lifetime of the system and contribute to a greener future. If you have any questions or need further clarification, feel free to reach out to us.

Thank you for considering our proposal.

Kind regards,

ProLeo Kelly  
Midsummer Installations

**Quotation Document Required Attachments:**

**Quotation:** *Quotation incomplete* →

Add attachments

Cancel Send

Using the Quotation email as an example, when you click on the **Quotation** email option it will open an email window, like the one shown above. The customer's email address will automatically be filled (if it has been added to the project). Your email will populate in the 'Cc' field.

The quotation will be automatically attached to the email if it was saved to the file management section. You can add other attachments and then click **Send** when you are ready to send.

## Adding additional attachments

You can add additional files to the email by clicking **Add attachments**. Please note you will only be able to upload files you previously uploaded/saved to the file management section or component management section.

**Important:** Please note that if you send the quote to the customer via this method, it will be sent as a PDF attachment. Follow the instructions [here](#) to send documents for e-signing.

Revision #5  
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