



How to download and customize thank you card templates

1

Click “download” next to the thank you card you have chosen.

2

The documents you will download are word documents.

3

Each card is a template. Only the areas that contain the message and your contact details are editable.



My sincerest thanks for your Valued Business

thank you

I really appreciate your business and trust.

My goal is to always provide you with the best possible advice and service.

If you have any questions, don't hesitate to contact me at <enter phone number> or by email at <insert email address>.

I've attached a guide on how to manage your cholesterol that you may find interesting.

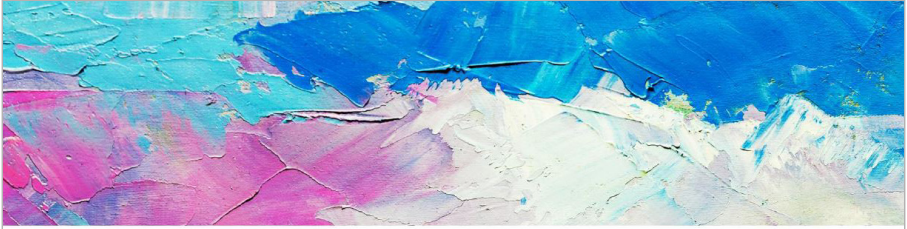
Thanks again,
<Enter first name> <Enter last name>
<Enter company name>

4

The editable areas of the card are text boxes. You will use these sections to enter your contact details and if you choose, customize your message.

5

We have included a message of thanks, which you are welcome to use. However, if you wish customize this message, you simply click in the box, delete the text and type your message. Or, you can expand the existing message by clicking on the section where you want to add more text.



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I've attached a guide on how to manage your cholesterol that you may find interesting.

Thanks again,
<Enter first name> <Enter last name>
<Enter company name>

6

If you would like to include the guide on how to manage your cholesterol, [please click here](#).



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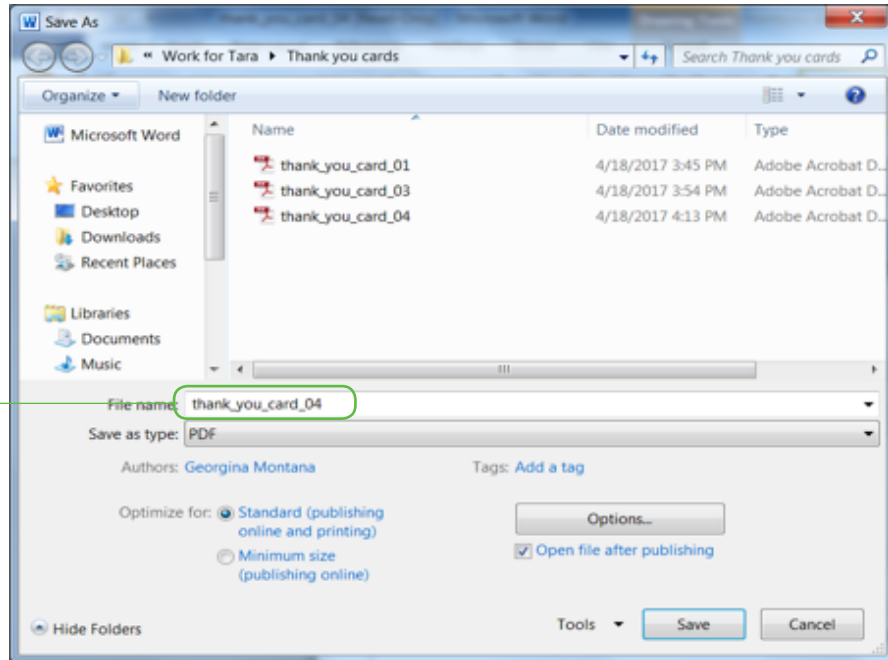
Thanks again,
<Enter first name> <Enter last name>
<Enter company name>

7

If you do not wish to include the guide on how to manage your cholesterol, simply delete that text from the textbox.

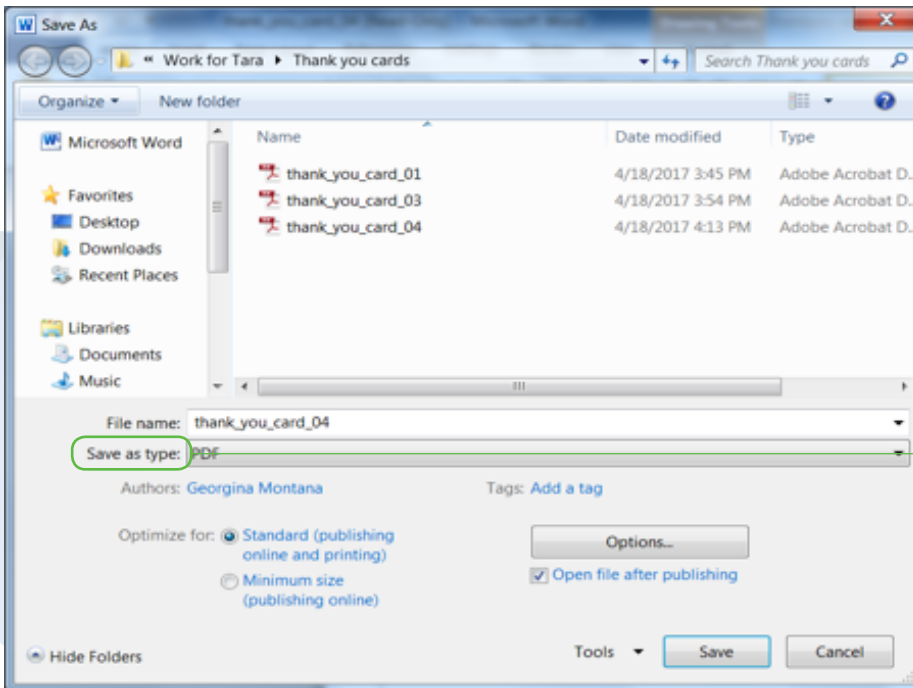
8

Once you have entered your details, click “save as” and type in your chosen file name.



9

While you have the “save as” dialogue box open, in the “save as type” section, click on the dropdown arrow and select “pdf”. Click save.



10

You now have a customized thank you card ready to attach in an email to send to your clients.