# Fields for ServiceM8 quote, invoice and work order templates

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| **Global Invoice/Quote/Work Order Template Fields** | |
| **Field Name** | **Description** |
| «job.date» | Job Creation Date |
| «job.contact\_first» | Customer's Job Contact First Name |
| «job.contact\_last» | Customers Job Contact Last Name |
| «job.phone\_1» | Customer's Job Contact Phone |
| «job.mobile» | Customer's Job Contact Mobile |
| «job.email» | Customer's Job Contact Email Address |
| «job.job\_address» | Customer's Job Address |
| «job.job\_address\_singleline» | Customer's Job Address (On a single line) |
| «job.billing\_address» | Customer's Billing Address |
| «job.instantpost\_billing\_address» | Customer's Billing Address in Postal Format addressed to the Billing Contact. Details default to Job Contact and Job Address if Billing Contact and Billing Address are not available. |
| «job.status» | Current Status of Job (Quote / Work Order / Completed / Unsuccessful) |
| «job.quote\_date» | Date job was marked as a Quote |
| «job.work\_order\_date» | Date job was marked as a Work Order |
| «job.invoice\_no» | Job Invoice Number (Available after job completion & Invoicing) |
| «job.description» | Job Description |
| «job.work\_done\_description» | Job Work Completed Details |
| «job.generated\_job\_id» | Job Number |
| «job.completion\_date» | Date job was marked completed |
| «job.completion\_actioned\_by» | Staff Member's name who marked job completed |
| «job.unsuccessful\_date» | Date job was marked unsuccessful |
| «job.billing\_contact\_first» | Customer's Billing Contact Last Name |
| «job.billing\_contact\_last» | Customer's Billing Contact First Name |
| «job.phone\_2» | Customer's Billing Contact Phone |
| «job.billing\_mobile» | Customer's Billing Contact Mobile |
| «job.billing\_email» | Customer's Billing Email Address |
| «job.purchase\_order\_number» | Job Purchase Order Number |
| «vendor.name» | Your Company Name |
| «vendor.email» | Your Company Email Address |
| «vendor.website» | Your Website address |
| «calculation.todays\_date\_extended» | Today's Date Extended Format |
| «calculation.todays\_date» | Today's Date |
| «calculation.current\_user\_fullname» | Staff Members name who produced the invoice |
| «job.total\_price» | Total price |
| «job.subtotal\_price» | Subtotal price |
| «job.materials\_subtotal\_price» | Total materials |
| «job.labour\_subtotal\_price» | Total labour |
| «job.total\_tax\_price» | Tax total price (GST / VAT / etc) |
| «job.amount\_paid» | Amount Paid by Customer (Available after job completion & Invoicing) |
| «job.balance\_due» | Total price less any amounts paid |
| «job.payment\_date» | Date payment for this job was processed |
| «job.payment\_actioned\_by» | Staff Member's name who processed payment |
| «job.payment\_method» | Payment Method (Available after job completion & Invoicing) |
| «job.invoice\_due\_date» | Date invoice is due (Invoice terms from Job Completion Date) |
| «job.invoice\_due\_date\_from\_today» | Date invoice is due (Invoice terms from Invoiced Date) |
| «location.name» | Name given to your current location (Eg. Head Office) |
| «location.line1» | Your Office Address (Line 1) |
| «location.line2» | Your Office Location (Line 2) |
| «location.line3» | Your Office Location (Line 3) |
| «location.city» | Your Office Location (City) |
| «location.post\_code» | Your Office Location (Postal Code / Zip Code) |
| «location.country» | Your Office Location (Country) |
| «location.fax» | Your fax number |
| «location.phone\_1» | Your phone number |
| «location.state» | Your Office Location (State) |
| «location.mobile» | Your mobile number |
| «location.lng» | GPS Longitude of your Office |
| «location.lat» | GPS Latitude of your Office |
| «job.site\_name» | Name of site (blank if not a site) |
| «job.company\_name» | Customer's Company Name (Clients name for individuals and Head office name for sites.) |
| «job.booked\_by\_name» | Staff Members name who booked the job |
| «calculation.current\_user\_fullname» | Current User's Full Name |
| «calculation.current\_user\_first» | Current User's First Name |
| «calculation.current\_user\_last» | Current User's Last Name |
| «calculation.current\_user\_mobile» | Current User's Mobile Number |
| «calculation.current\_user\_email» | Current User's Email Address |
| «calculation.current\_user\_customfield\_lic» | Current User's Licence Number |
| «job.category» | Job Category |
| «job.last\_checkin\_staff\_name» | Last Checkin Details - Staff Members Full Name |
| «job.last\_checkin\_start\_date» | Last Checkin Details - Start date/time |
| «job.last\_checkin\_end\_date» | Last Checkin Details - Completion date/time |
| «job.last\_checkin\_duration» | Last Checkin Details - Checkin Duration |
| «job.total\_checkin\_duration» | Total Checkin time for job |
| «company.bpay\_customer\_ref» | Customer BPAY Reference Number \*Requires BPAY Addon activated |
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| **Per Item Invoice/Quote Template Fields** | |
| «jobMaterial.item\_number» | Material/Service Code |
| «jobMaterial.name» | Material/Service Name |
| «jobMaterial.description» | Material/Service Description |
| «jobMaterial.quantity» | Quantity |
| «jobMaterial.tax\_rate» | Item Tax Type |
| «jobMaterial.cost» | Per Item Cost |
| «jobMaterial.price» | Per Item Price |
| «jobMaterial.price\_ex\_tax» | Per Item Price - Excluding Taxes |
| «jobMaterial.total\_price\_ex\_tax» | Total Price for this item (Quantity x Per Item Price} - Excluding Taxes |
| «jobMaterial.total\_price» | Total Price for this item (Quantity x Per Item Price} - Including Taxes |
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| **Paid Stamp and Signature Images** | |
| invoice_paid.png  Paid Stamp Image | |
| Signature Image | |