



Templates for quoting with the corporate look & feel

GEM and Business Transformation

October 2019

Content

- I. Download quotation templates from the NH Digital Knowledge Workplace
- II. Save the templates in your Outlook
- III. Use the template (2 ways)

I.DOWNLOAD QUOTATION TEMPLATES FROM THE NH DIGITAL KNOWLEDGE WORKPLACE

NH | HOTEL GROUP
PART OF MINOR
HOTELS

QUOTATION TEMPLATES

FOR 6 BRANDS
AND FOR 10
DIFFERENT EVENT
TYPES

NH
HOTELS

NH COLLECTION
HOTELS

nhow
HOTELS

ANANTARA
HOTELS-RESORTS-SPAS

AVANI
Hotels & Resorts

TIVOLI
HOTELS & RESORTS

Farewell

F&B

Large
Events

Leisure

Meetings

Rooms
Only

Social
Events

Sports
Club

Trainings

Weddings

NH DIGITAL KNOWLEDGE WORKPLACE

SECTION BUSINESS PROCESSES



NH
DIGITAL
KNOWLEDGE
WORKPLACE



BUSINESS PROCESSES

FIND ALL DOCUMENTS YOU NEED FOR YOUR
DAILY WORK

TITLE FIELD

BUSINESS PROCESSES

KNOWLEDGE BROWSER

Title Language Tags

Area + Sub-Area + Document Type

TIP!

Tag Search by Brand:
Always between quotation
marks "..."

In the TITLE Field indicate:
"Quotation Template + Brand"

Example:

Title

"Quotation Template Avani"

Result:

All Quotation Templates for all Event Types for AVANI

TAG FIELD

BUSINESS PROCESSES

KNOWLEDGE BROWSER

Title Language Tags

Area + Sub-Area + Document Type

In the TAGS Field indicate always:

Quotation Template, Booking File, M&E + Brand

Example:

Tags

Avani

TIP!

Tag Search by Brand:
Anantara/Avani/
NH Collection/NH Hotel
Group/NHOWN/Tivoli

Result:

All Quotation Templates for AVANI

QUOTATION TEMPLATES IN 7 LANGUAGES

SELECT THE ONE YOU NEED

BUSINESS PROCESSES

KNOWLEDGE BROWSER

Title Language Tags

Area + Sub-Area + Document Type

Result:

All Quotation Templates in the language selected

Area > Reservations Management Subarea > M&E
Reservations Document Type > Template

KNOWLEDGE BROWSER

Title Language

Tags

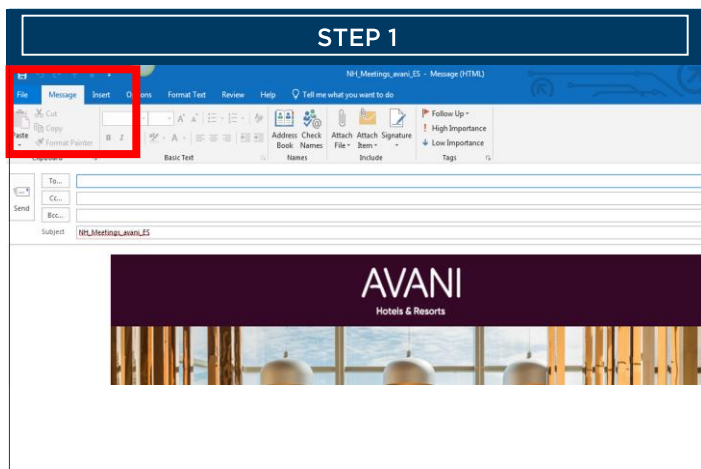
Area + Sub-Area + Document Type

Result:

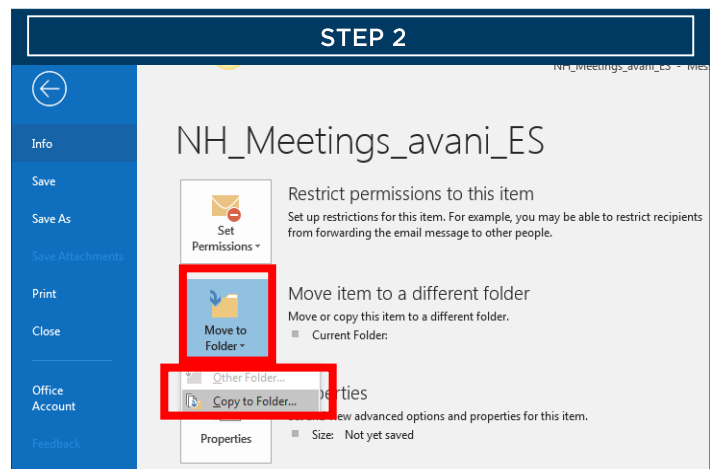
All Quotation Templates

II: SAVE THE TEMPLATES IN YOUR OUTLOOK

STEP 1

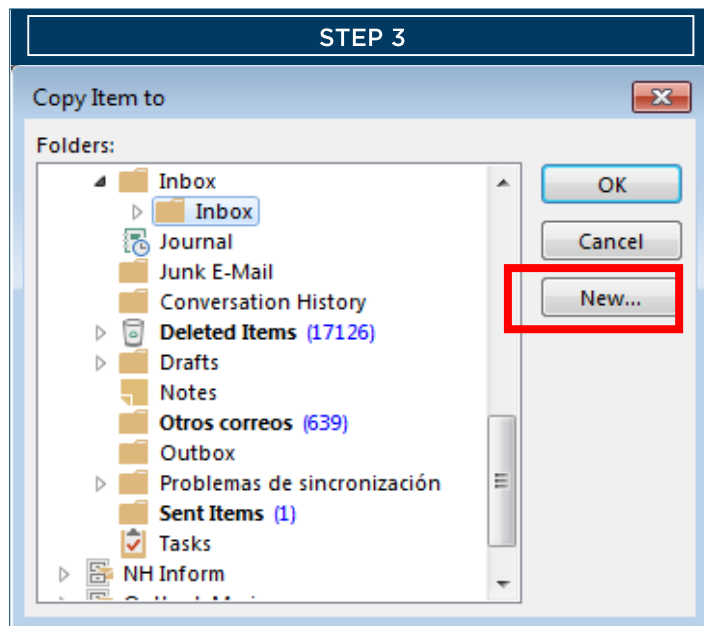


STEP 2

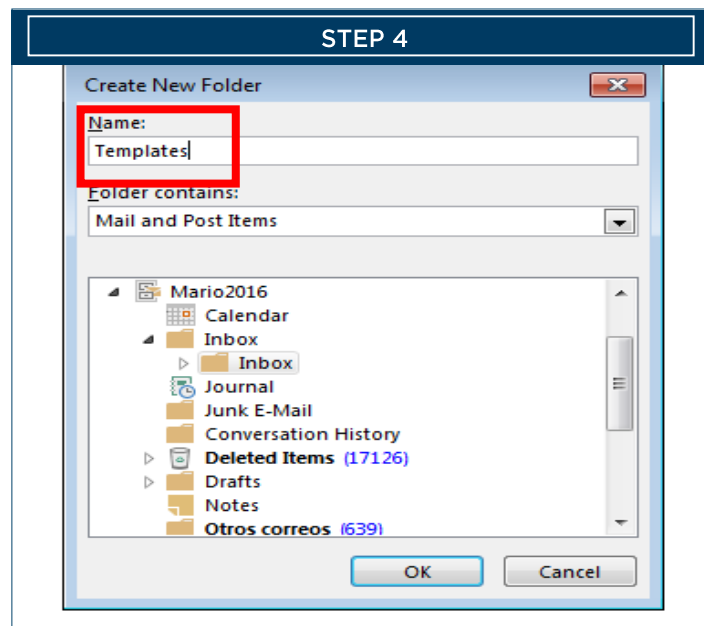


Copy the file and paste it in DOCUMENTS -> OUTLOOK FILES

STEP 3



STEP 4

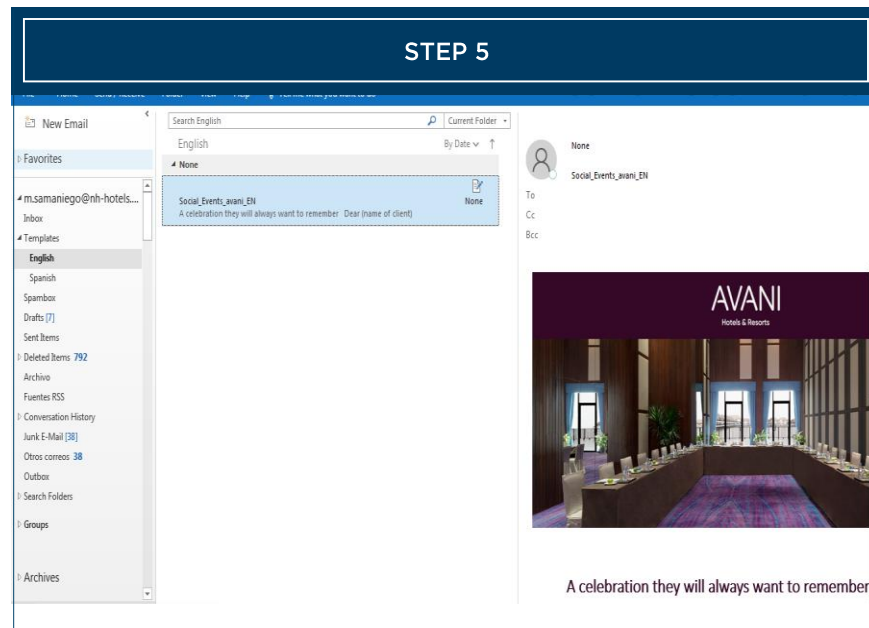


III. USE THE TEMPLATE

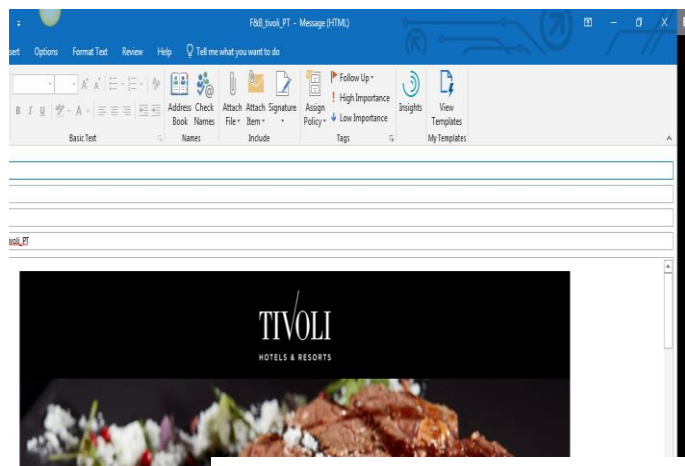
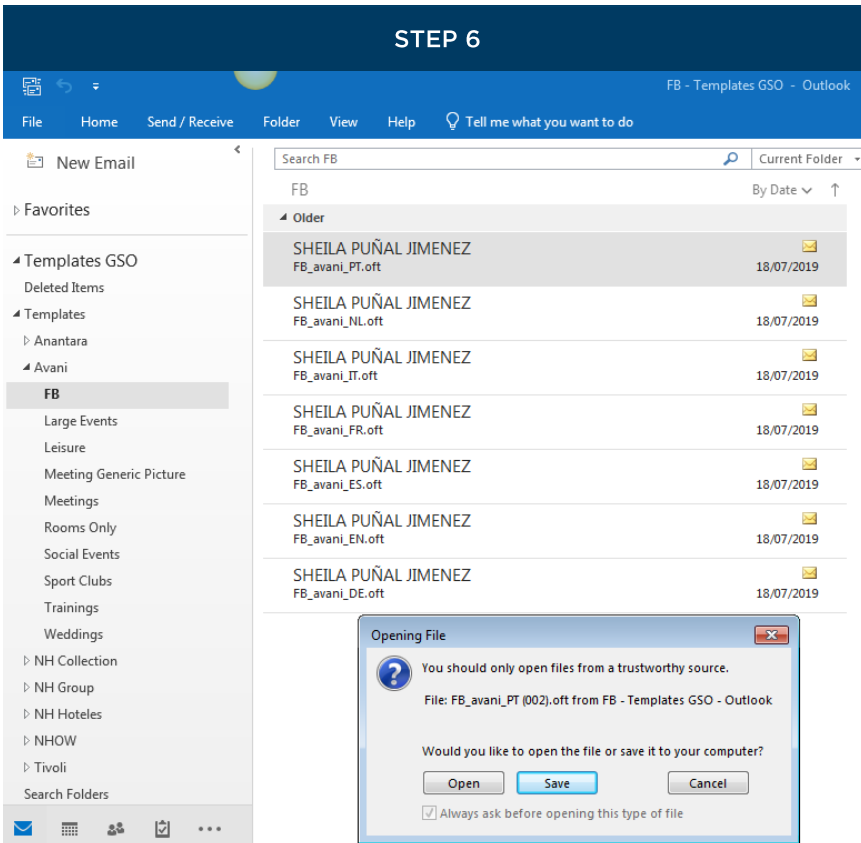
(2 WAYS)



Select the template you need, if you do not have customer's email.



Click twice over-> and write and adjust it to the needs of the customer



III. USE THE TEMPLATES

2 WAYS



Another way is to modify -> **select the information in the templates already saved in your Outlook** -> copy -> paste in the email which you are going to respond

STEP 9

Social_Events_email_EN

Dear (name of client)

Thank you very much for trusting in us in order to celebrate your (name of meeting / event) next (date of meeting / event) in (name of hotel)

Below you can find the requested proposal, that we have designed based on your needs:

• Accommodation 40 people:	€ 100.00
• F&B Services:	€ 200.00
• Multimedia Services:	€ 200.00
TOTAL BUDGET:	€ 500.00



STEP 10

Social_Events_email_EN

A celebration they will always want to remember

Dear (name of client)

Thank you very much for trusting in us in order to celebrate your (name of meeting / event) next (date of meeting / event) in (name of hotel)

Below you can find the requested proposal, that we have designed based on your needs:

• Accommodation 40 people:	€ 100.00
• F&B Services:	€ 200.00
• Multimedia Services:	€ 200.00
TOTAL BUDGET:	€ 500.00

STEP 11

Send To... Cc... Bcc...

Subject TEST QUOTATION TEMPLATE



A celebration they will always want to remember

Dear (name of client)

Thank you very much for trusting in us in order to celebrate your (name of meeting / event) next (date of meeting / event) in (name of hotel)

Below you can find the requested proposal, that we have designed based on your needs:

• Accommodation 40 people:	€ 100.00
• F&B Services:	€ 200.00
• Multimedia Services:	€ 200.00
TOTAL BUDGET:	€ 500.00

Attached, you will find the formal proposal including our general terms and conditions.

Corporate Signature

From: Customer email

Sent:

To:

Subject: Quotation rooms and events

Test

THANKS!

nh | HOTEL GROUP PART OF **MINOR**
HOTELS

nh
HOTELS


TIH COLLECTION
HOTELS

nhow
HOTELS

TIVOLI
HOTELS & RESORTS


ANANTARA
HOTELS RESORTS & SPAS

AVANI
HOTELS & RESORTS


erawana
HOTELS


DAKS
HOTELS

nh-hotels.com