

Email Templates

Table of Contents

- 1 Supported Tags
- 2 Available Email Templates
 - 2.1 Client Emails
 - 2.2 Staff Emails
 - 2.3 Plugin Emails
- 3 Styles

Supported Tags

Every email sent by Blesta supports, at minimum, the following tags:

Tag	Description	Notes	Since Version
{base_uri}	The URI to Blesta's base directory	e.g. domain.com/billing/	3.0.3
{admin_uri}	The URI to Blesta's admin interface	e.g. domain.com/billing/admin/	3.0.3
{client_uri}	The URI to Blesta's client interface	e.g. domain.com/billing/client/	3.0.3

Available Email Templates

Client Emails

The following email templates are sent to clients, if enabled, after particular events or actions. Staff may receive BCC copies of these emails if their staff group has these BCC notices set, and the staff member subscribes to them under their [My Info] -> [Notices] section.

Template Name	Since Version
Account Registration	3.0
Auto-Debit Pending	3.0
Credit Card Expiration	3.0
Email Verification	4.12
Invoice Delivery (Paid)	3.0
Invoice Delivery (Unpaid)	3.0
Invoice Notice (1st)	3.0
Invoice Notice (2nd)	3.0
Invoice Notice (3rd)	3.0
Payment Approved (ACH)	3.0
Payment Declined (ACH)	3.0
Payment Error (ACH)	3.0
Payment Approved (Credit Card)	3.0
Payment Declined (Credit Card)	3.0
Payment Error (Credit Card)	3.0
Payment Received (Manual Entry)	3.0
Payment Received (Non-Merchant)	3.4
Password Reset	3.0
Service Cancellation	4.9
Service Scheduled Cancellation	4.10
Service Creation	3.0
Service Suspension	3.0
Service Unsuspension	3.1

Staff Emails

The following email templates are sent only to staff users that have subscribed to receive them under their [My Info] -> [Notices] section. Staff may only subscribe to notices that are available to their staff group.

Template Name	Since Version
Aging Invoices Report	3.1

Invoice Creation Report	3.1
Tax Liability Report	3.3
Cancellation Error	3.1
Creation Error	3.1
Suspension Error	3.1
Unsuspending Error	3.1
Password Reset	3.0

Plugin Emails

Plugins may set their own email templates. Take a look at [each plugin specifically](#) for more information on the email templates they support. For 3rd-party plugins, consult the 3rd-party plugins' documentation.

Styles

Email templates do not support embedded styles, e.g. within a `<style></style>` tag. Instead, styles should be inline.

For example:

```
.div { width:50px; } = BAD
<div style="width:50px;"> = GOOD
```

There is utility that may help convert your styles to inline styles at <https://templates.mailchimp.com/resources/inline-css/>