

Guide to custom merge template types and sizes

- A4 – Page size 210 x 297 mm – used for general correspondence letters
- C4 - Envelope Size 229 x 324 mm
- C5 – Envelope size – 162 x 229mm
- D4 – Envelope size – 220 x 110 mm
- A4 Insurance Claim – page size 210 x 297 mm. This is the default template used when you click *merge* from an insurance claim to generate a claim document. It merges information you have recorded on the insurance claim and is then sent to the insurance company. For example, the date of the claim, details, amount of claim etc. If you use multiple insurance companies, you will need to create a template for each of them, as the information each insurance company requires can be different. If you have more than one, you will be able to choose the template you want during the merge process.
- A4 Access Register – page size 210 x 297 mm. This is the default document used when you click *Pickup Request* when signing out an access item. It merges information recorded in the access register. For example, the building, key ID, name of party taking the key etc.