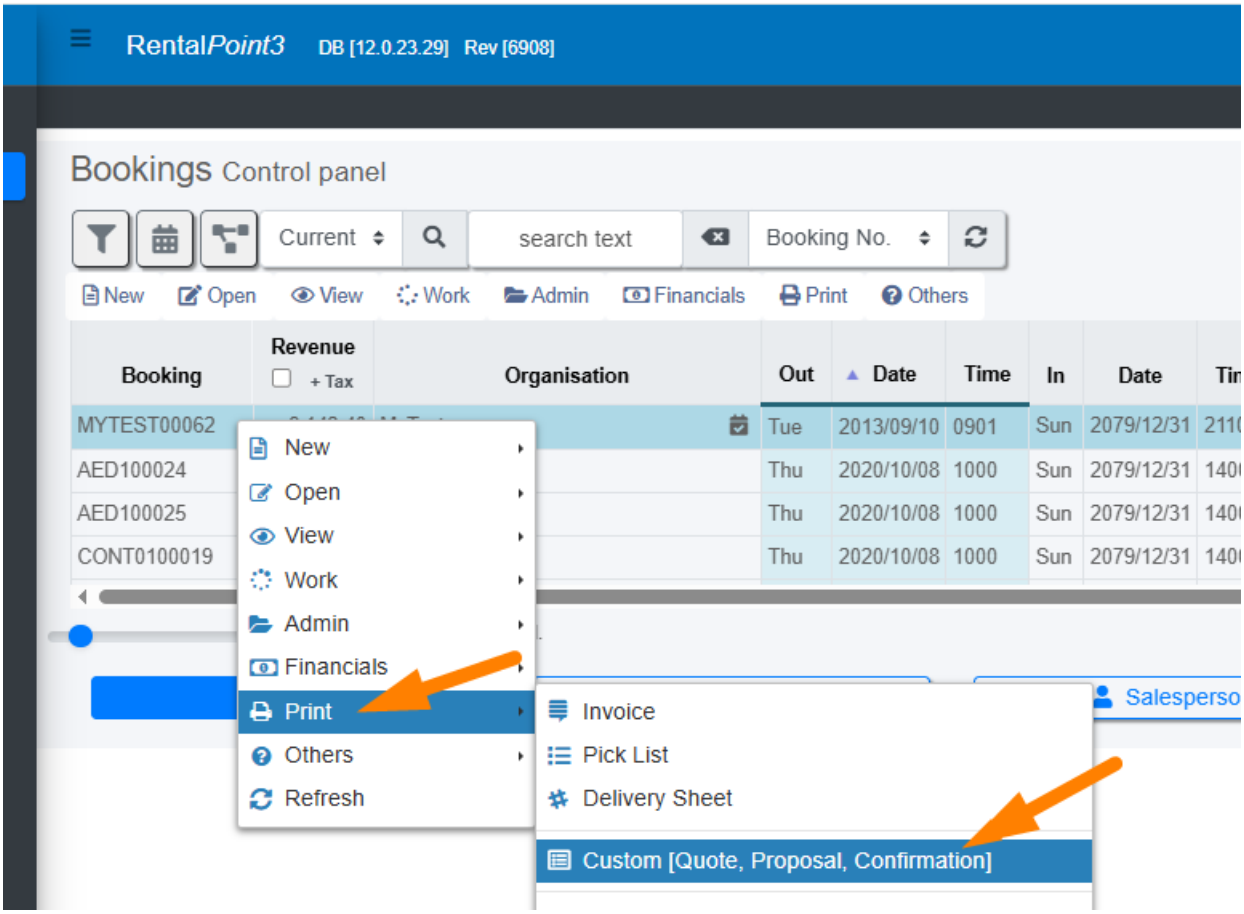
Print Using RTF Templates

Last Modified on 12/08/2026 2:13 pm EDT

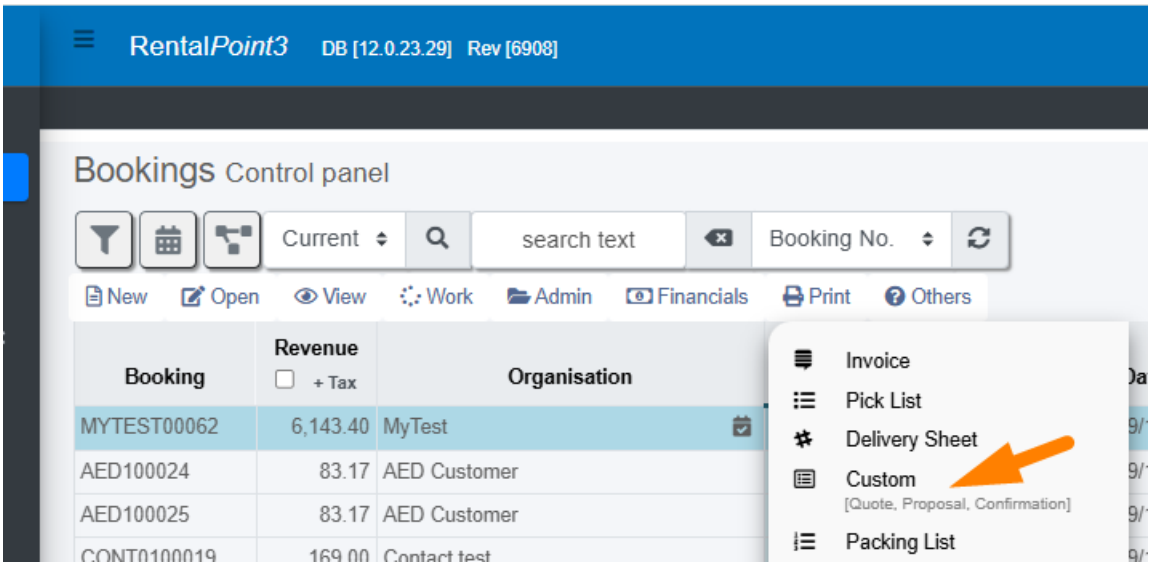
Rich Text Format (RTF) documents are Microsoft Word documents saved in .rtf format. They are used with a combination of text and insert fields to merge data from your bookings with your chosen document layout, so that you can send out tailored quotes and invoices to your clients.

Print Quote

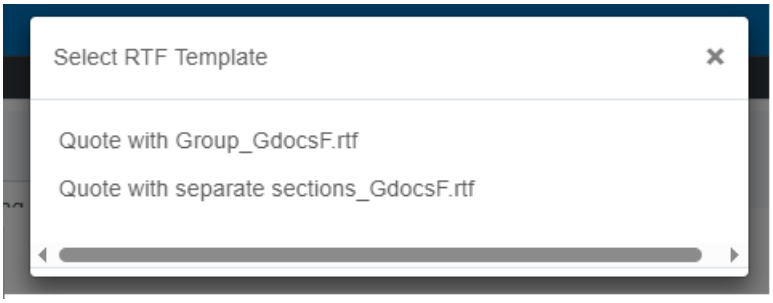
First highlight the booking on the booking grid, then access the 'Print' option from the right click menu



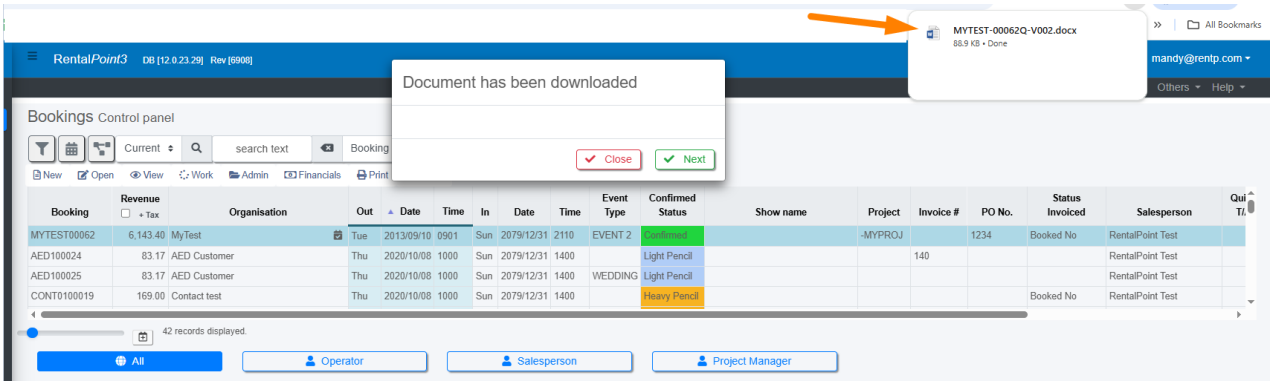
OR from the top menu bar



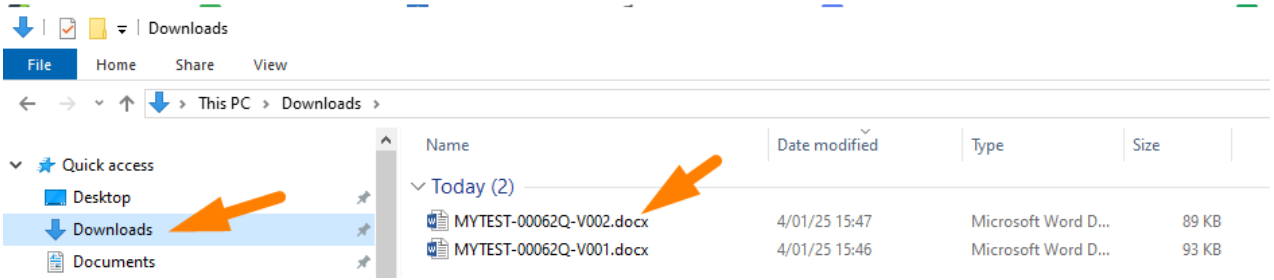
Click on the name of the template you would like to use and wait for the merge to complete

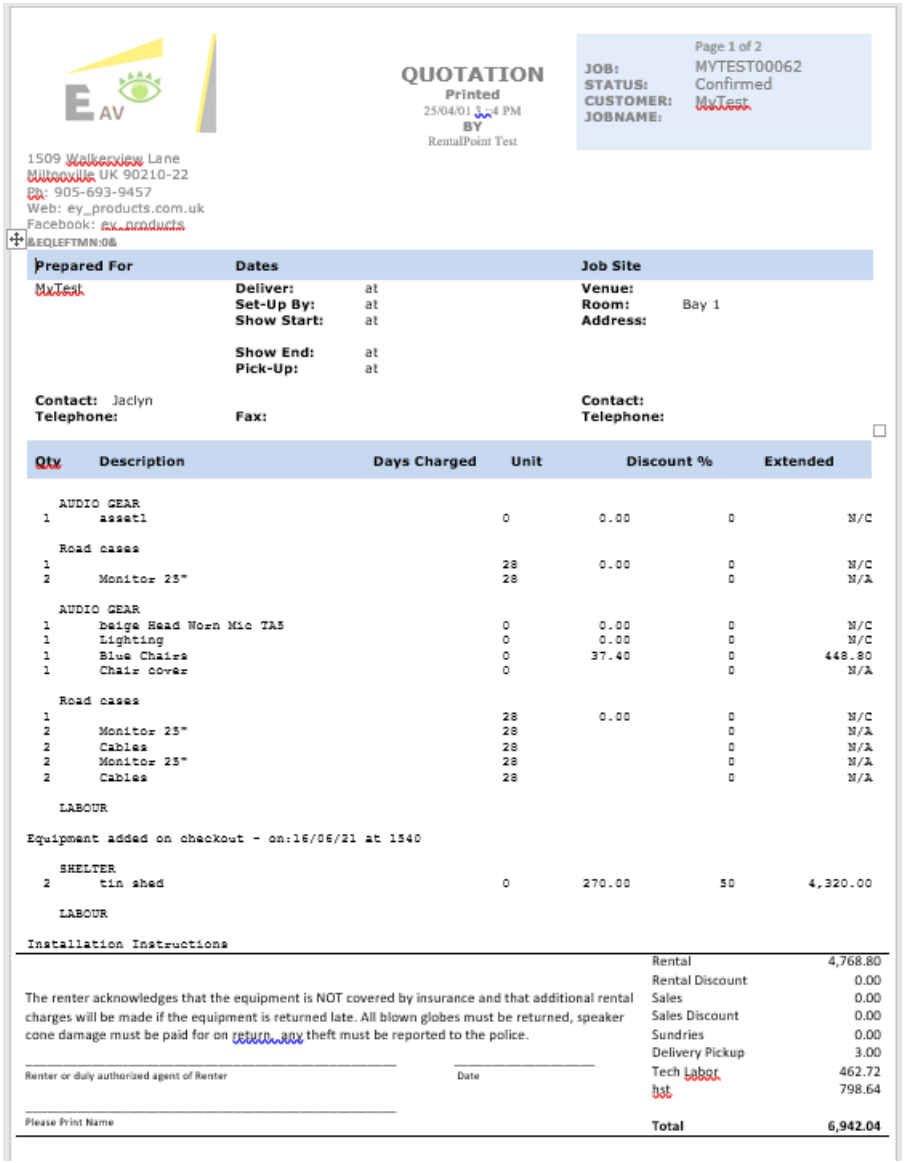


Once the document is merged, both Word and PDF versions of the document are automatically attached to the booking. You will also see a 'Document has been downloaded' message.



Sometimes users like to add some manual formatting to their merged document before sending it on to a client. To do this, check your downloads folder for the merged document and alter as needed.





QUOTATION
Printed
25/04/01 3:04 PM
BY
RentalPoint Test

Page 1 of 2
JOB: MYTEST00062
STATUS: Confirmed
CUSTOMER: MyTest
JOBNAME:

1509 Walkerview Lane
Miltonville UK 90210-22
Ph: 905-693-9457
Web: ey_products.com.uk
Facebook: ey_products

&EQLEFTMN:0&

Prepared For	Dates		Job Site	
MyTest	Deliver:	at	Venue:	
	Set-Up By:	at	Room:	Bay 1
	Show Start:	at	Address:	
	Show End:	at		
	Pick-Up:	at		
Contact: Jaclyn			Contact:	
Telephone:	Fax:		Telephone:	

Qty	Description	Days Charged	Unit	Discount %	Extended
	AUDIO GEAR				
1	asset1		0	0.00 0	N/C
	Road cases				
1			28	0.00 0	N/C
2	Monitor 25"		28	0	N/A
	AUDIO GEAR				
1	beige Head Worn Mic TA5		0	0.00 0	N/C
1	Lighting		0	0.00 0	N/C
1	Blue Chairs		0	37.40 0	448.80
1	Chair cover		0	0	N/A
	Road cases				
1			28	0.00 0	N/C
2	Monitor 25"		28	0	N/A
2	Cables		28	0	N/A
2	Monitor 25"		28	0	N/A
2	Cables		28	0	N/A
	LABOUR				
	Equipment added on checkout - on:16/06/21 at 1540				
	SHELTER				
2	tin shed		0	270.00 50	4,320.00
	LABOUR				
	Installation Instructions				

Rental	4,768.80
Rental Discount	0.00
Sales	0.00
Sales Discount	0.00
Sundries	0.00
Delivery Pickup	3.00
Tech Labor	462.72
hst	798.64
Total	**6,942.04**

The renter acknowledges that the equipment is NOT covered by insurance and that additional rental charges will be made if the equipment is returned late. All blown globes must be returned, speaker cone damage must be paid for on return, any theft must be reported to the police.

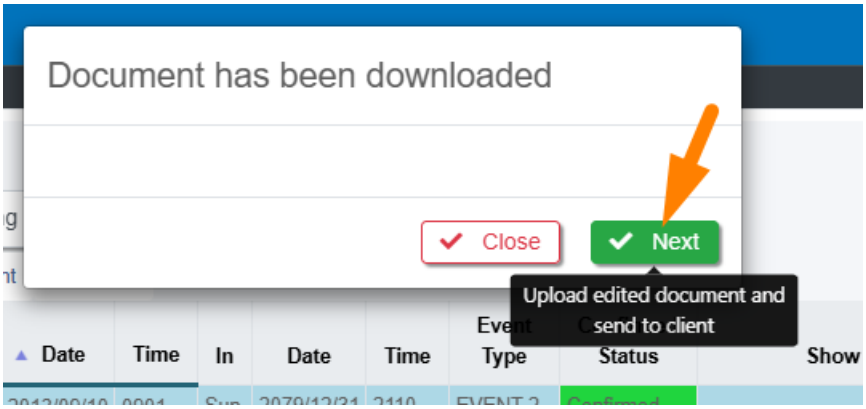
Renter or duly authorized agent of Renter

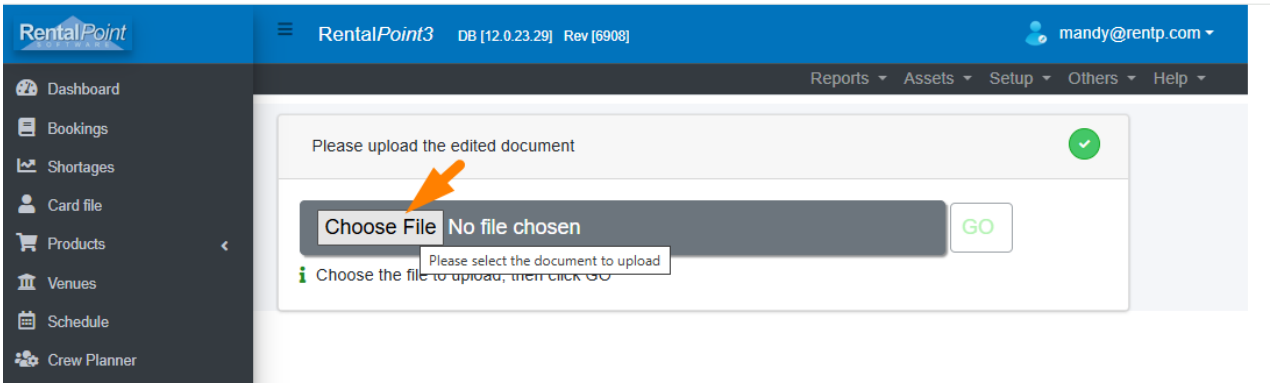
Date

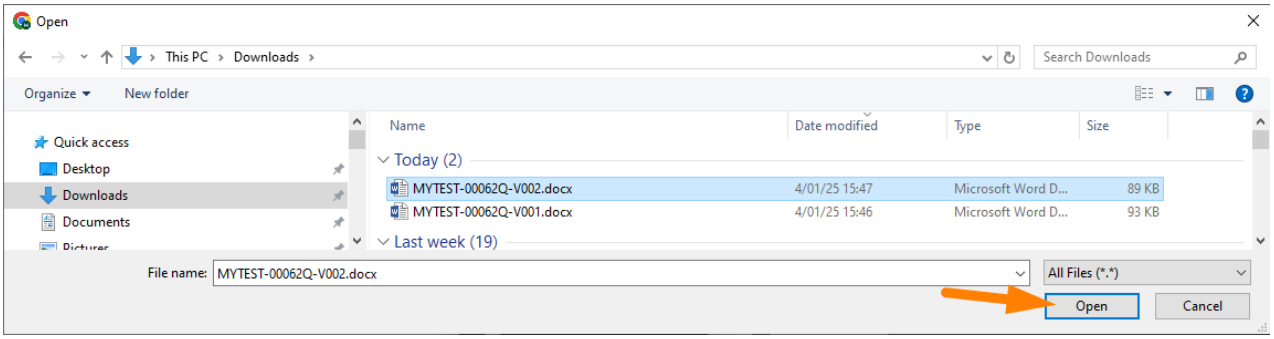
Please Print Name

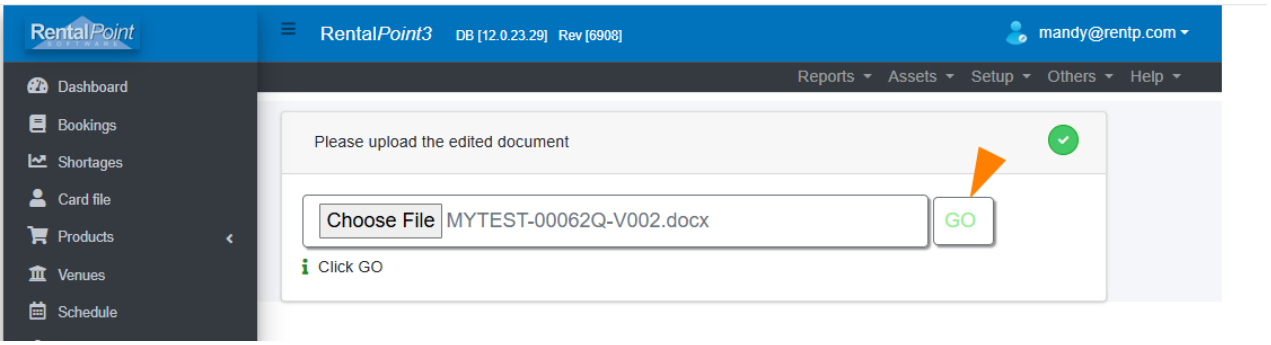
To ***replace*** an attached document with a modified version, keep the filename the same, click NEXT and follow the onscreen instructions (screenshots below). If no modifications are needed, click CLOSE.

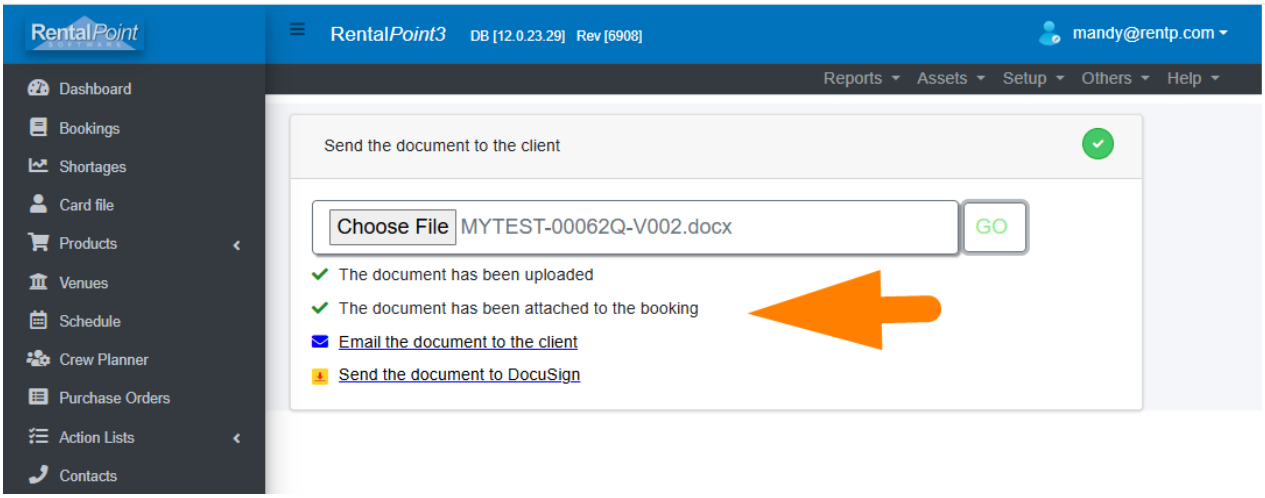
You can attach any document to the booking at any time from the 'View Attachments' window. If you attach a file that has the same name as an existing attachment, the file will be replaced.


Document has been downloaded
Close
Next
Upload edited document and send to client
Date
Time
In
Date
Time
Event Type
Status
Show


RentalPoint
RentalPoint3 DB [12.0.23.29] Rev [6908]
mandy@rentp.com
Reports
Assets
Setup
Others
Help
Dashboard
Bookings
Shortages
Card file
Products
Venues
Schedule
Crew Planner
Please upload the edited document
Choose File
No file chosen
GO
Please select the document to upload
Choose the file to upload, then click GO


Open
This PC
Downloads
Search Downloads
Organize
New folder
Quick access
Desktop
Downloads
Documents
Name
Date modified
Type
Size
Today (2)
MYTEST-00062Q-V002.docx
4/01/25 15:47
Microsoft Word D...
89 KB
MYTEST-00062Q-V001.docx
4/01/25 15:46
Microsoft Word D...
93 KB
Last week (19)
File name:
MYTEST-00062Q-V002.docx
All Files (*.*)
Open
Cancel

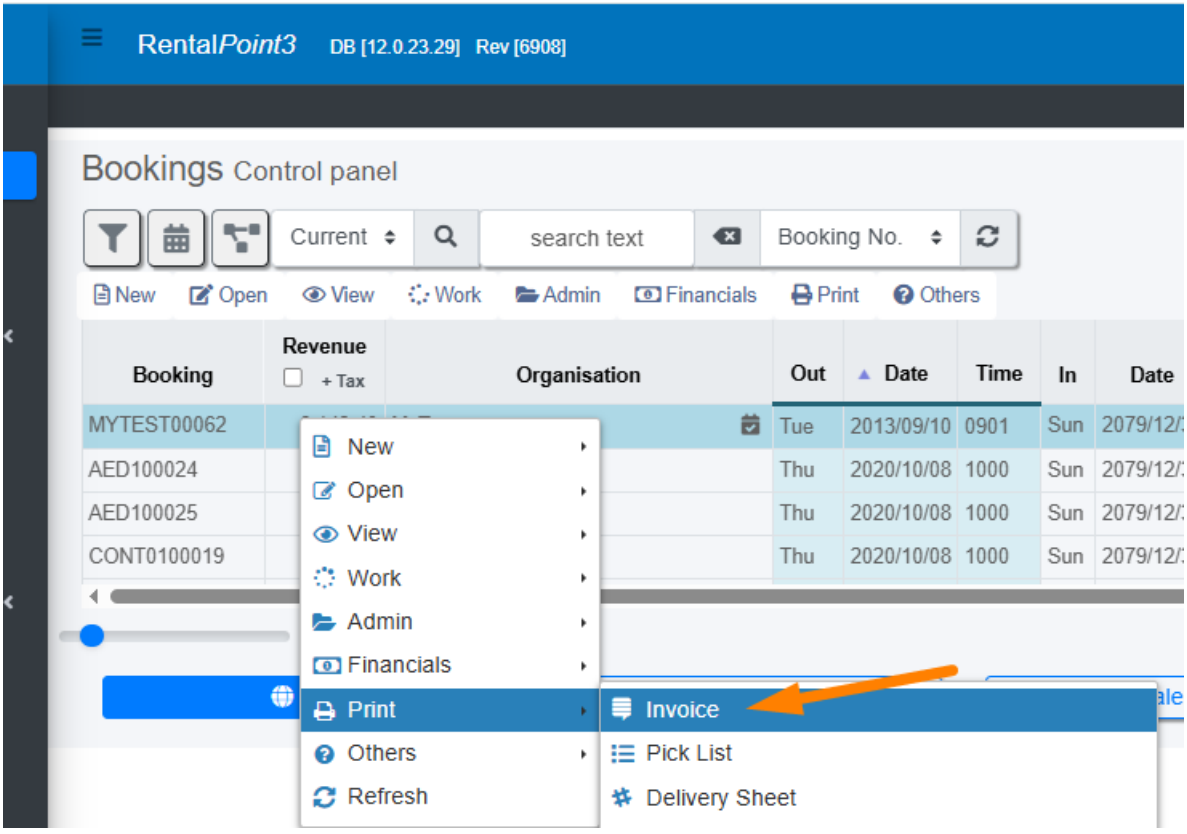

RentalPoint
RentalPoint3 DB [12.0.23.29] Rev [6908]
mandy@rentp.com
Reports
Assets
Setup
Others
Help
Dashboard
Bookings
Shortages
Card file
Products
Venues
Schedule
Please upload the edited document
Choose File
MYTEST-00062Q-V002.docx
GO
Click GO



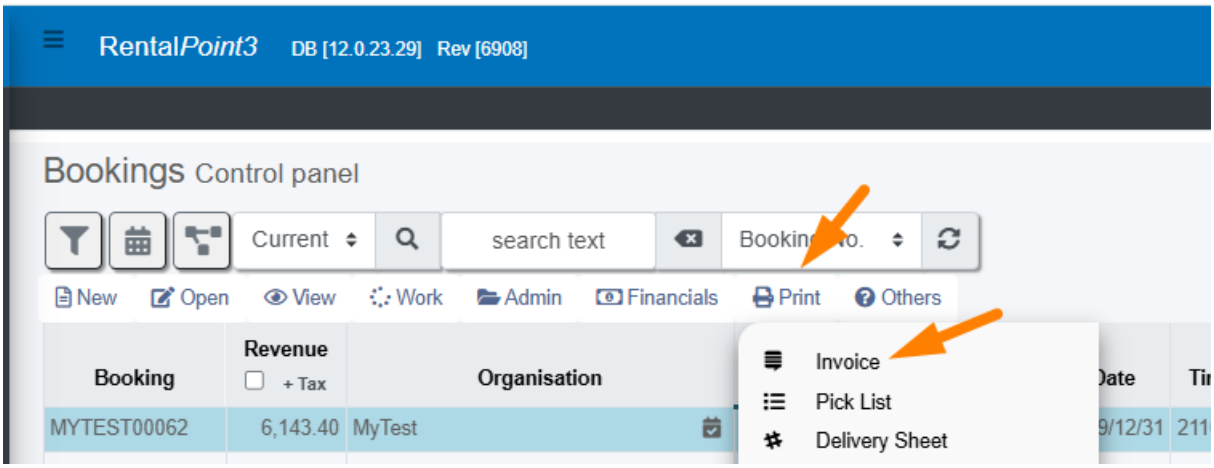
Print Invoice

Invoicing can be customized with via Invoicing Parameters.

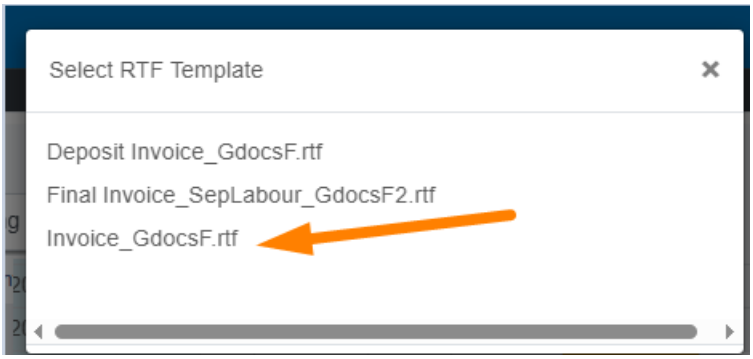
First highlight the booking on the booking grid, then access the 'Print' option from the right click menu



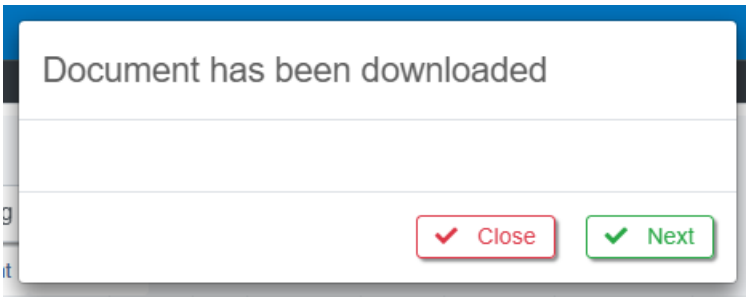
OR from the top menu bar



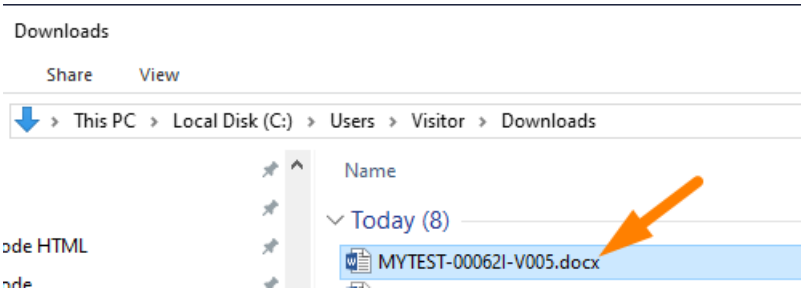
Click on the name of the template you would like to use and wait for the merge to complete

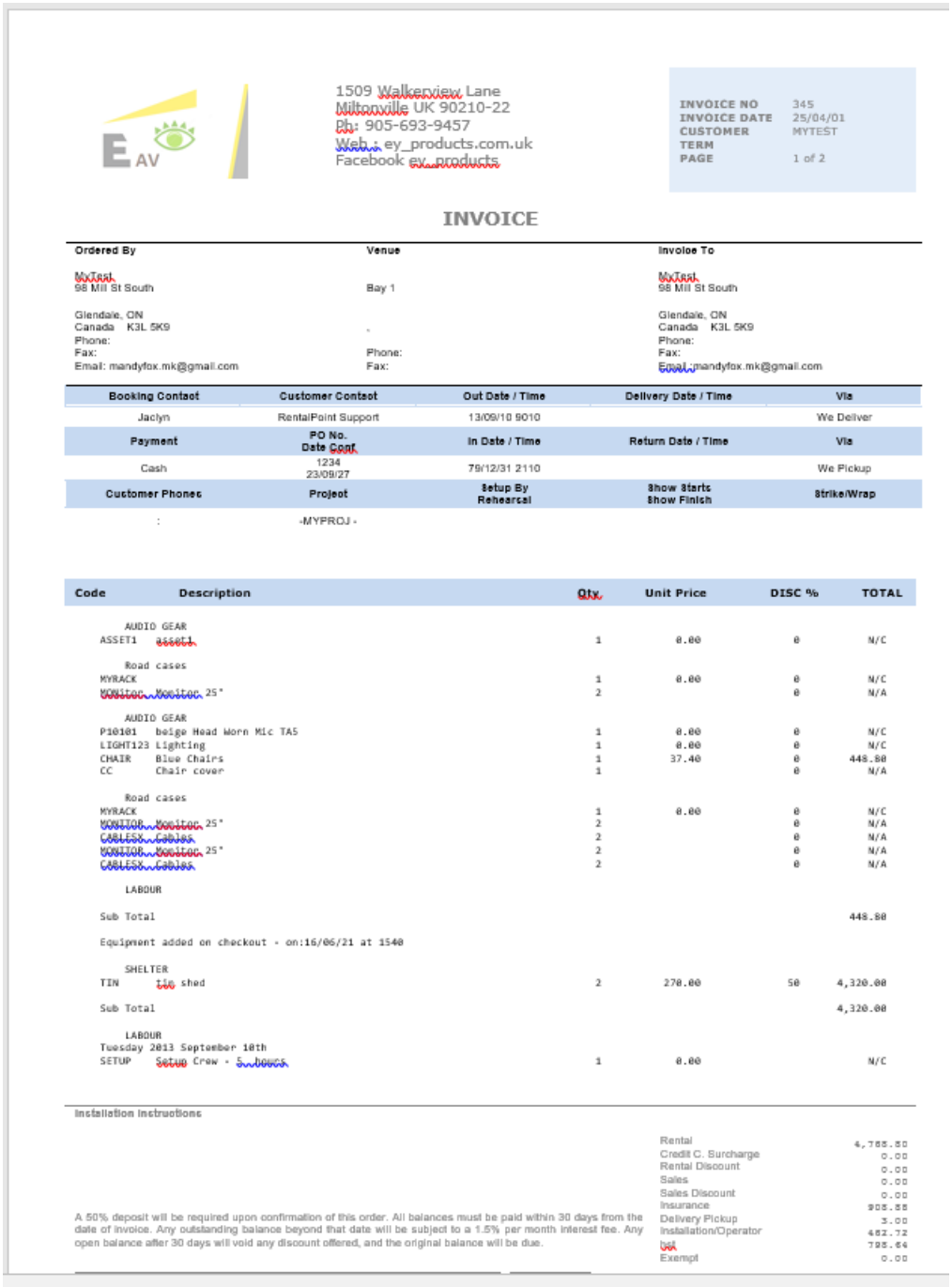


Once the document is merged and an invoice number assigned, you will see a 'Document has downloaded' message. Both a Word and a PDF version of the document have also been attached to the booking.



Sometimes users like to add some manual formatting to their merged document before sending it on to a client. To do this, check your downloads folder for the merged document and alter as needed.





1509 Walkerview Lane
Miltonville UK 90210-22
Ph: 905-693-9457
Web : ey_products.com.uk
Facebook ey_products

INVOICE NO	345
INVOICE DATE	25/04/01
CUSTOMER	MYTEST
TERM	
PAGE	1 of 2

INVOICE

Ordered By	Venue	Invoice To
MyTest 98 Mill St South Glendale, ON Canada K3L 5K9 Phone: Fax: Email: mandyfox.mk@gmail.com	Bay 1 - Phone: Fax:	MyTest 98 Mill St South Glendale, ON Canada K3L 5K9 Phone: Fax: Email: mandyfox.mk@gmail.com

Booking Contact	Customer Contact	Out Date / Time	Delivery Date / Time	Via
Jaclyn	RentalPoint Support	13/09/10 9010		We Deliver
Payment	**PO No. Date Conf**	**In Date / Time**	**Return Date / Time**	**Via**
Cash	1234 23/09/27	79/12/31 2110		We Pickup
Customer Phones	**Project**	**Setup By Rehearsal**	**Show Starts Show Finish**	**Strike/Wrap**
:	-MYPROJ -			

Code	Description	Qty	Unit Price	DISC %	TOTAL
	AUDIO GEAR				
ASSET1	asset1	1	0.00	0	N/C
	Road cases				
MYRACK		1	0.00	0	N/C
MONitor	Monitor 25"	2		0	N/A
	AUDIO GEAR				
P10101	beige Head Worn Mic TA5	1	0.00	0	N/C
LIGHT123	Lighting	1	0.00	0	N/C
CHAIR	Blue Chairs	1	37.40	0	448.80
CC	Chair cover	1		0	N/A
	Road cases				
MYRACK		1	0.00	0	N/C
MONITOR	Monitor 25"	2		0	N/A
CABLES	Cables	2		0	N/A
MONITOR	Monitor 25"	2		0	N/A
CABLES	Cables	2		0	N/A
	LABOUR				
Sub Total					448.80
Equipment added on checkout - on:16/06/21 at 1540					
	SHELTER				
TIN	tin shed	2	270.00	50	4,320.00
Sub Total					4,320.00
	LABOUR				
Tuesday 2013 September 10th					
SETUP	Setup Crew - 5 hours	1	0.00		N/C

Installation Instructions

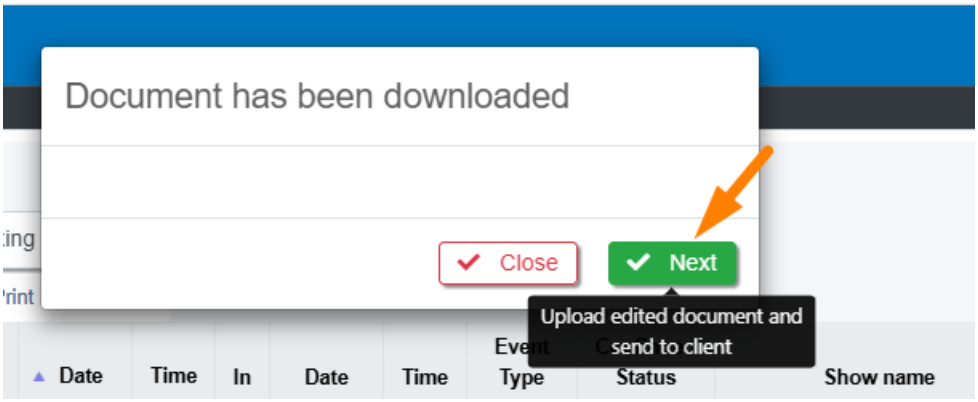
A 50% deposit will be required upon confirmation of this order. All balances must be paid within 30 days from the date of invoice. Any outstanding balance beyond that date will be subject to a 1.5% per month interest fee. Any open balance after 30 days will void any discount offered, and the original balance will be due.

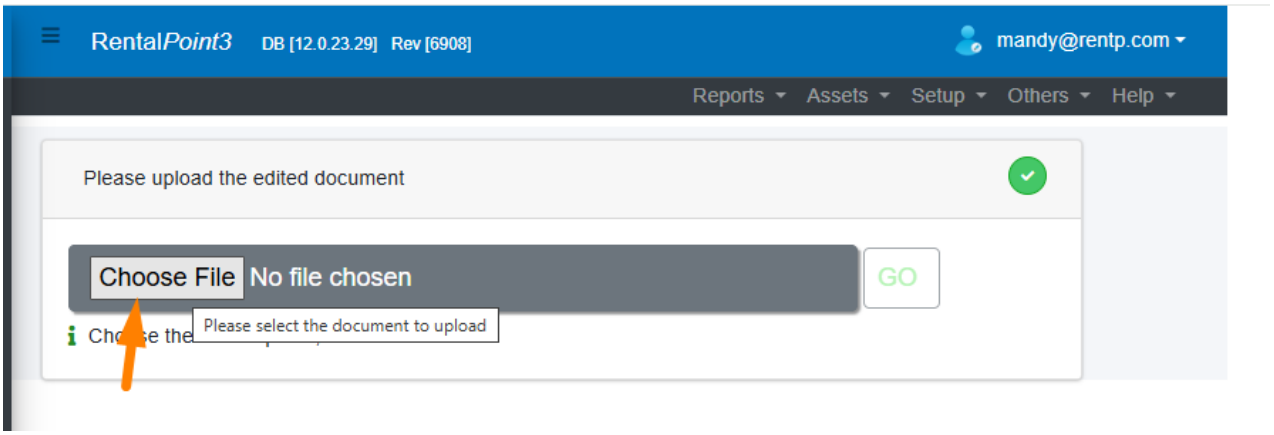
Rental	4,765.80
Credit C. Surcharge	0.00
Rental Discount	0.00
Sales	0.00
Sales Discount	0.00
Insurance	905.88
Delivery Pickup	3.00
Installation/Operator	452.72
hst	795.64
Exempt	0.00

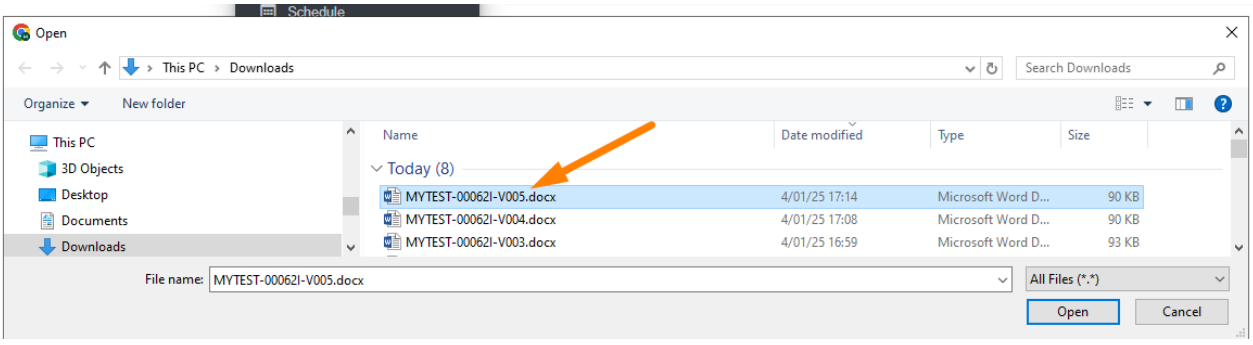
To ***replace*** an attached document with a modified version, keep the filename the same, click NEXT and follow the onscreen instructions (screenshots below). If no modifications are needed, click CLOSE.

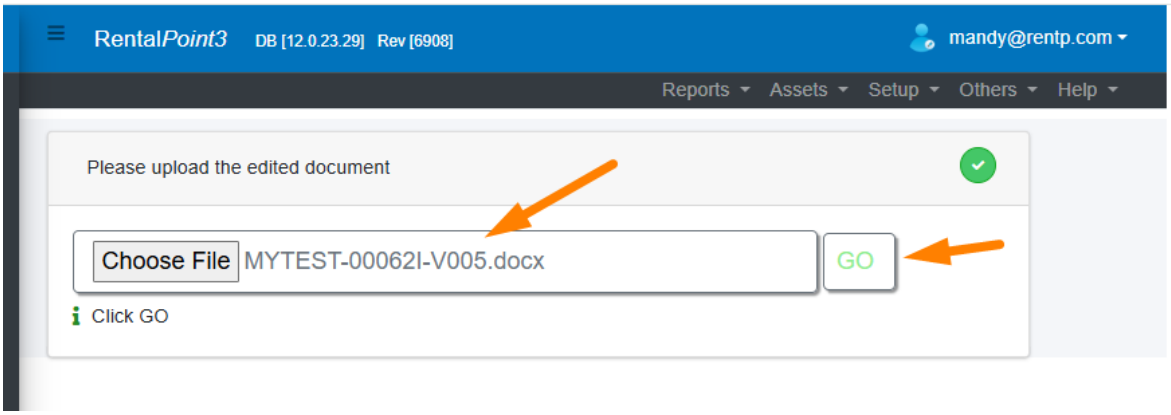
You can attach any document to the booking at any time from the 'View Attachments' window. If you

attach a file that has the same name as an existing attachment, the file will be replaced.

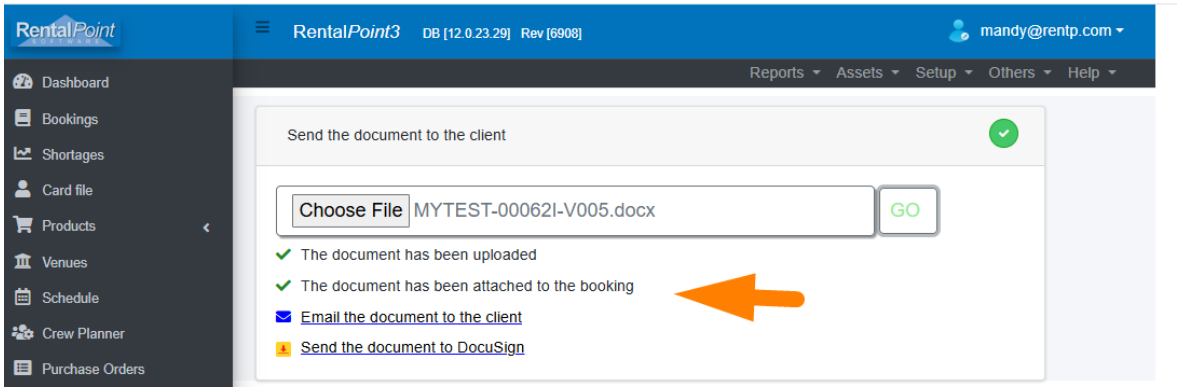








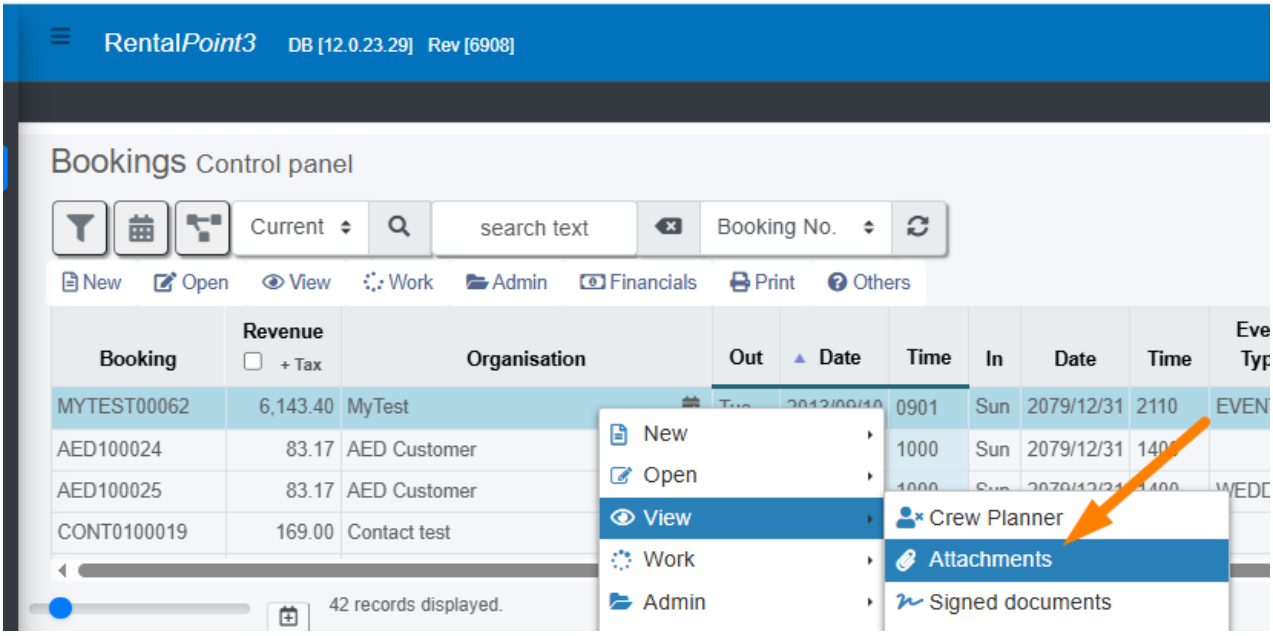
Once the documents have been uploaded click the green checkmark  to exit.



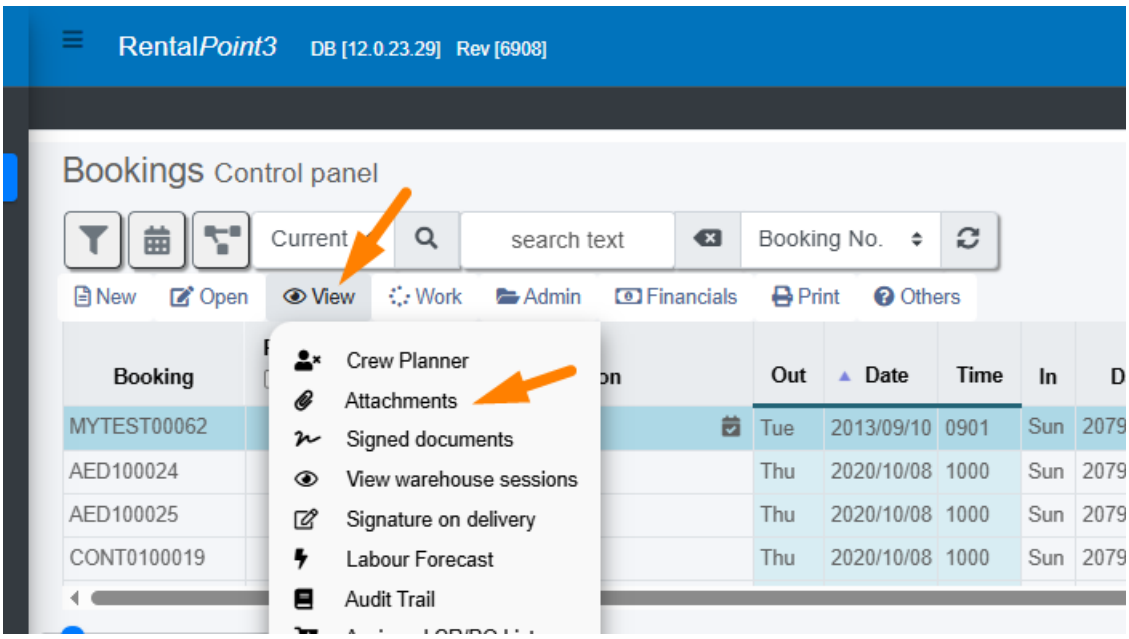
Documents attached to a booking

When documents are produced for a booking, they are automatically attached for later reference. To view documents attached to a booking OR to attach new documents, first highlight the booking on the booking grid

Then right click on the booking to access the view menu



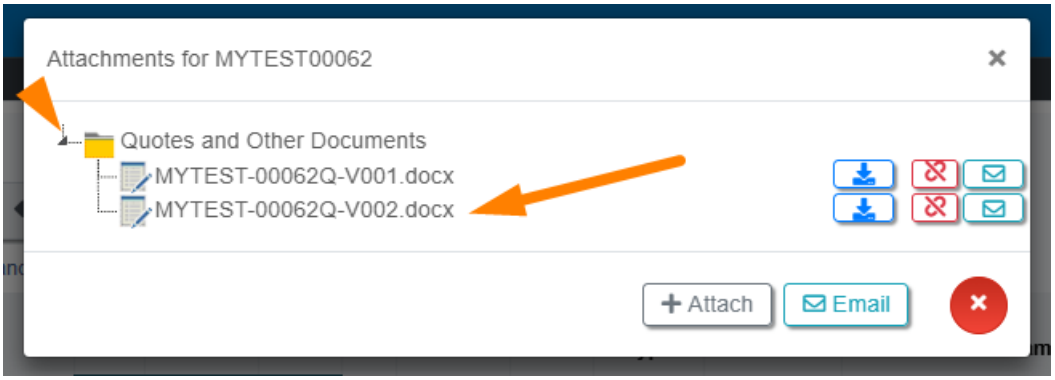
Or access from the top menu



Click the arrow to the left of the yellow folder you would like to expand

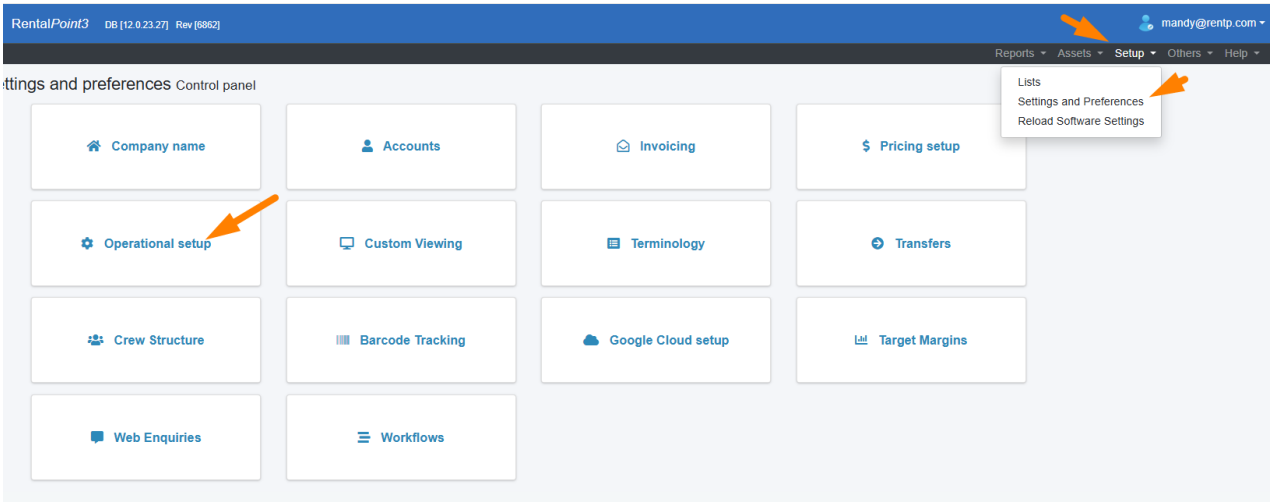
From here you can:

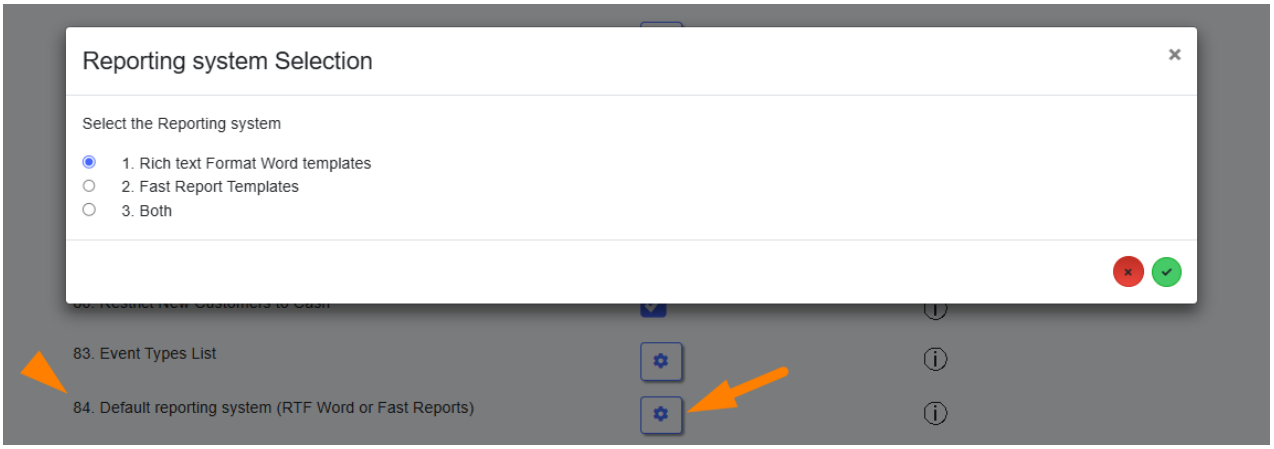
	Download an attached document
	Remove link to attachment (the file will not be deleted)
	Email an attached document
	Attach any document (to ***replace*** an existing attachment, use the same filename. The existing attachment will be overwritten)



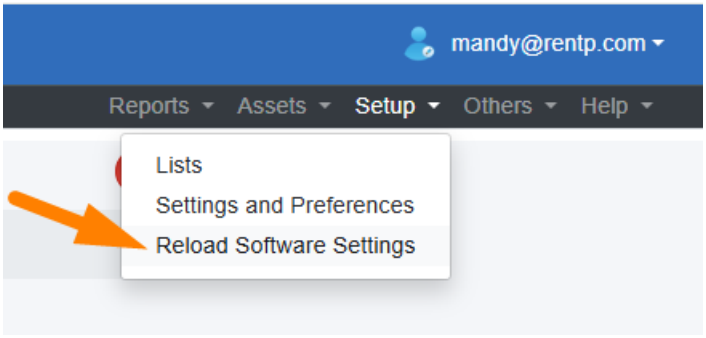
Setting RTF Parameters

Operational Parameter 84 sets your company preference for document merge using either Fast Reports exclusively or a combination of Rich Text Format (RTF) quote and invoice templates along with Fast Report templates for all other options.





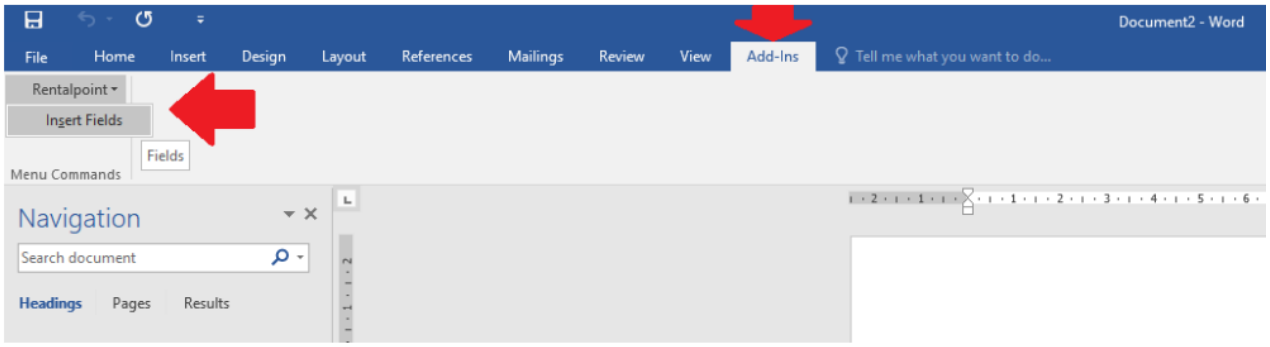
If you make changes here, remember to reload software settings to operate under the new settings.



RTF Insert Field Module

Include the RentalPointInsertFieldsModule.dll file in your Word Startup folder in order to access all insert fields available from RentalPoint while setting up your template. Contact support@rentp.com to request your copy of the file. Click here for a list of <insert fields available>.

Once installed you'll see the RentalPoint insert fields under your Word 'add-ins' tab.

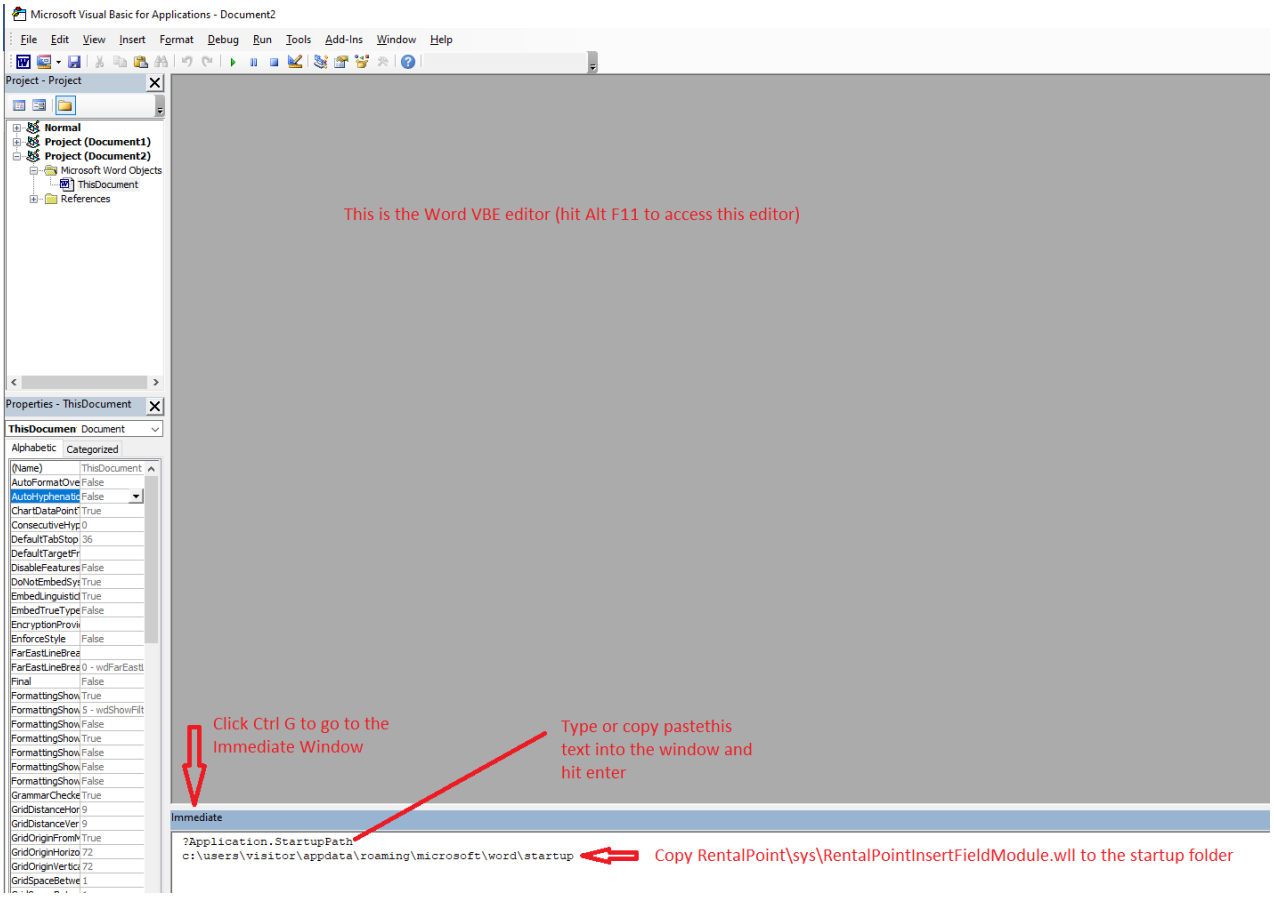


To Install the RentalPointInsertFieldsModule.dll file

Find the location of your Word Startup Folder

1. Open Word, then press **Alt+F11** to open the macro editor, **VBE**.
2. In the **VBE** window, press **Ctrl+G** to go to the **Immediate window**.
3. In the **Immediate window**, type: ?Application.StartupPath
4. Press **Enter**.

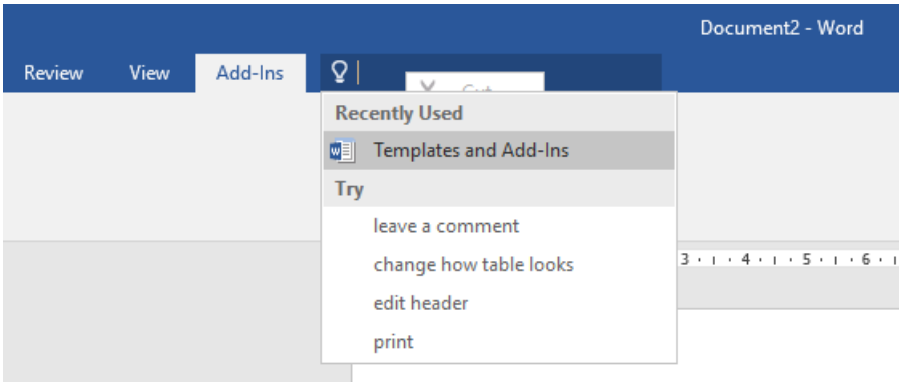
The path to the **STARTUP folder** is now shown below the line you typed as illustrated in Figure 1 below. You can copy the path and paste it into the address field in **Windows Explorer** and press **Enter** to go directly to the **STARTUP folder**.



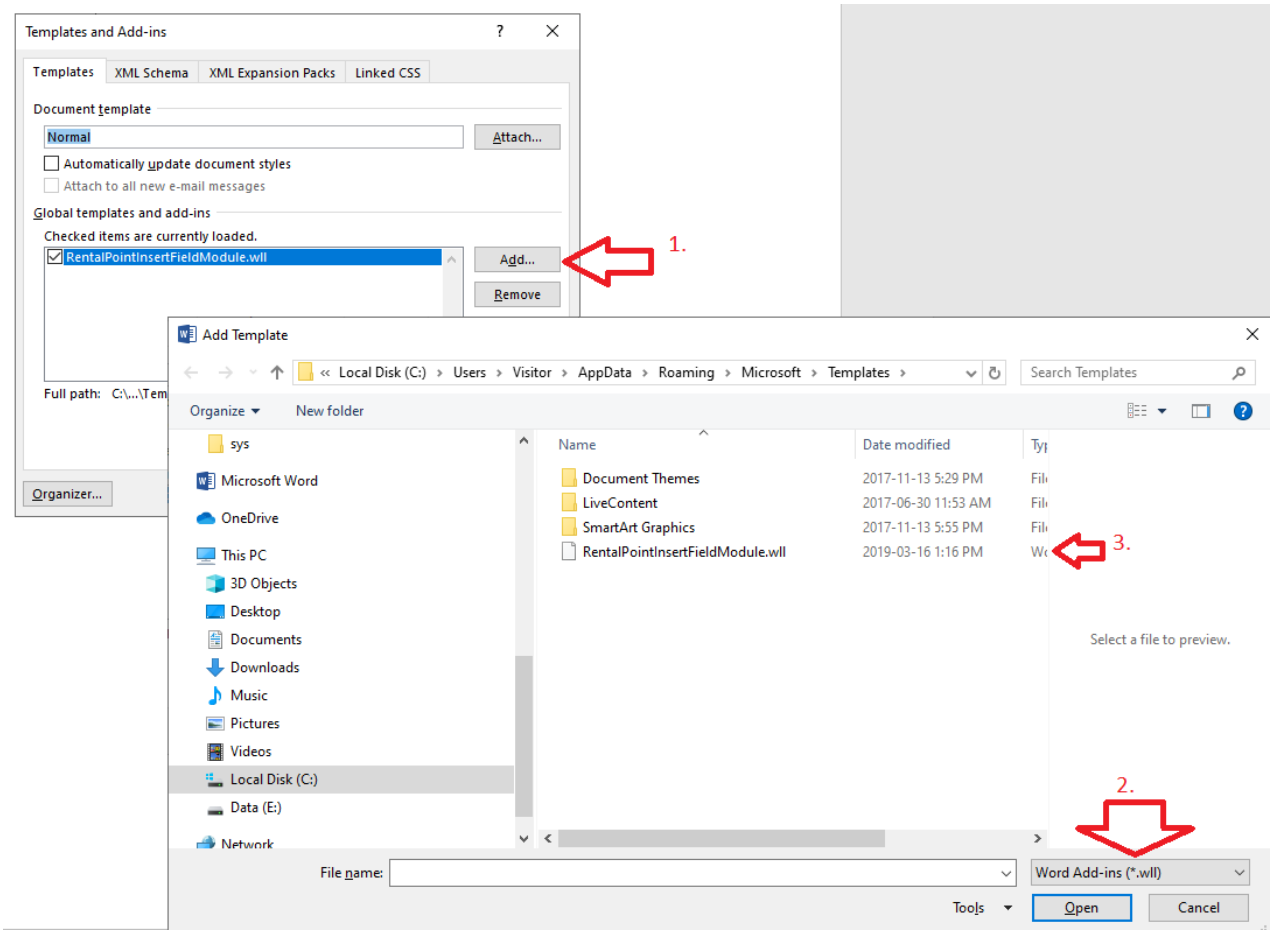
Copy c:\RentalPointv11\sys\RentalPointInsertFieldModule.wll to the startup folder

Close Word and reopen, if the Add-Ins tab doesn't show up or if the RentalPoint Add-Ins are not there, follow the steps below.

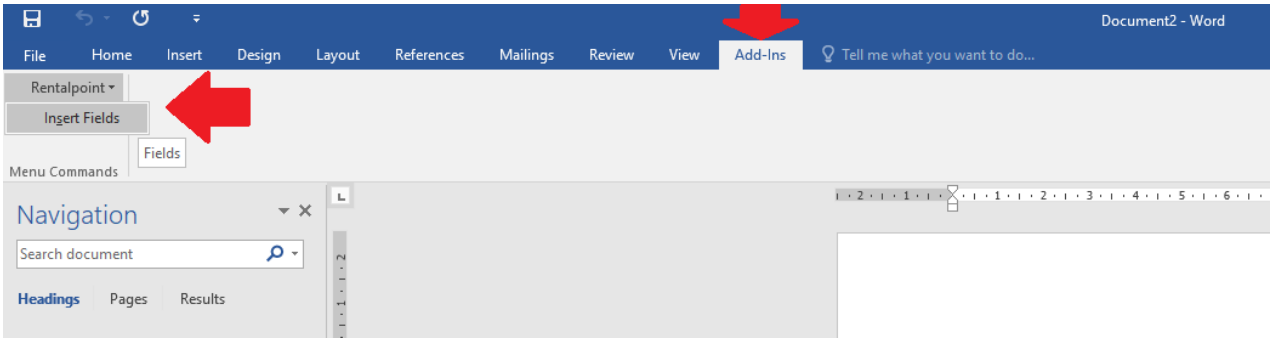
Type 'Templates and Add-Ins' into the search bar



Click ADD to find and add the RentalPoint Add-Ins



You should now see the RentalPoint Add-Ins tab



RTF Colour Insert Fields

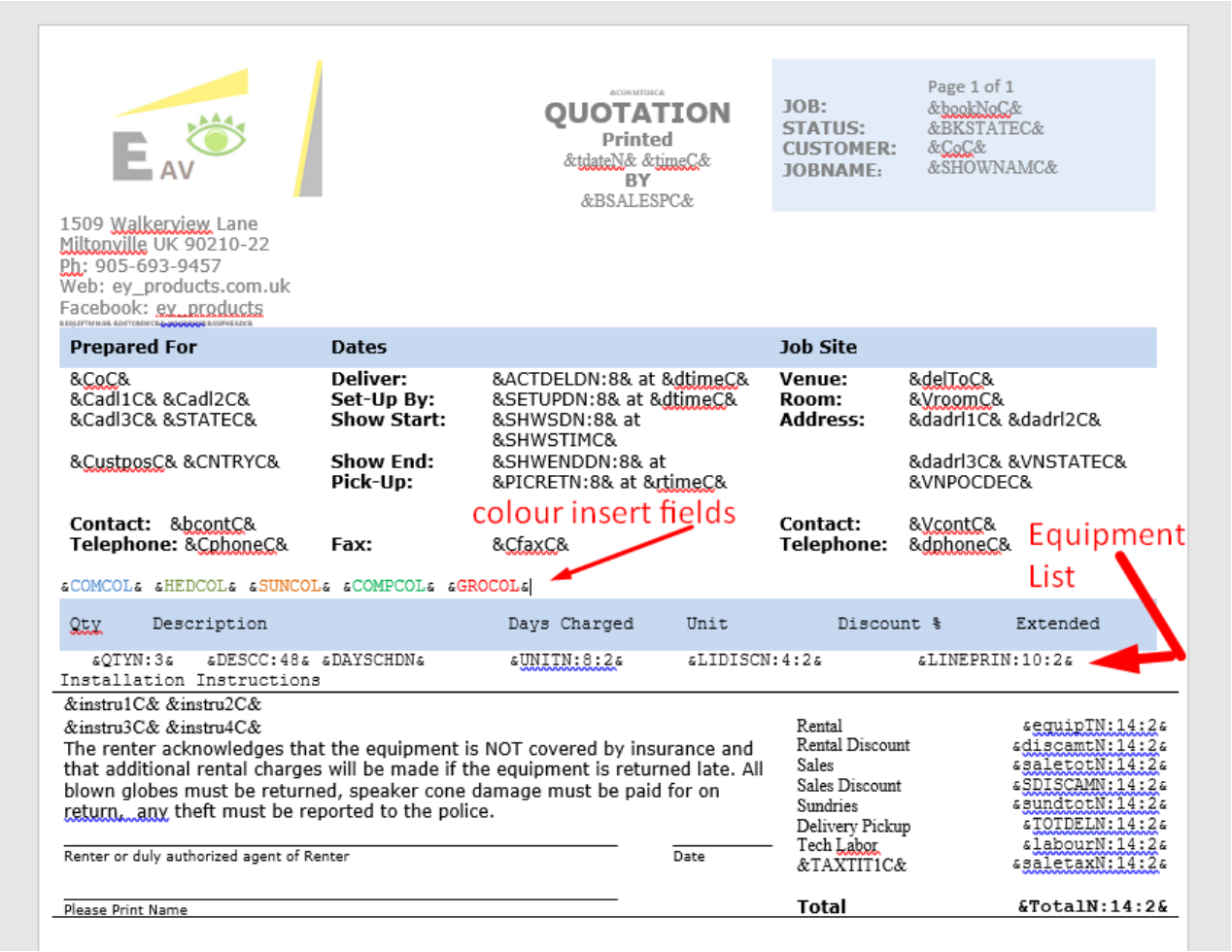
RTF Insert fields are used to merge data from your RentalPoint Database with your MS Word template. Fields are available via the RentalPointInsertFieldModules.dll file or see our list of RTF Insert fields.

Colour Insert Fields

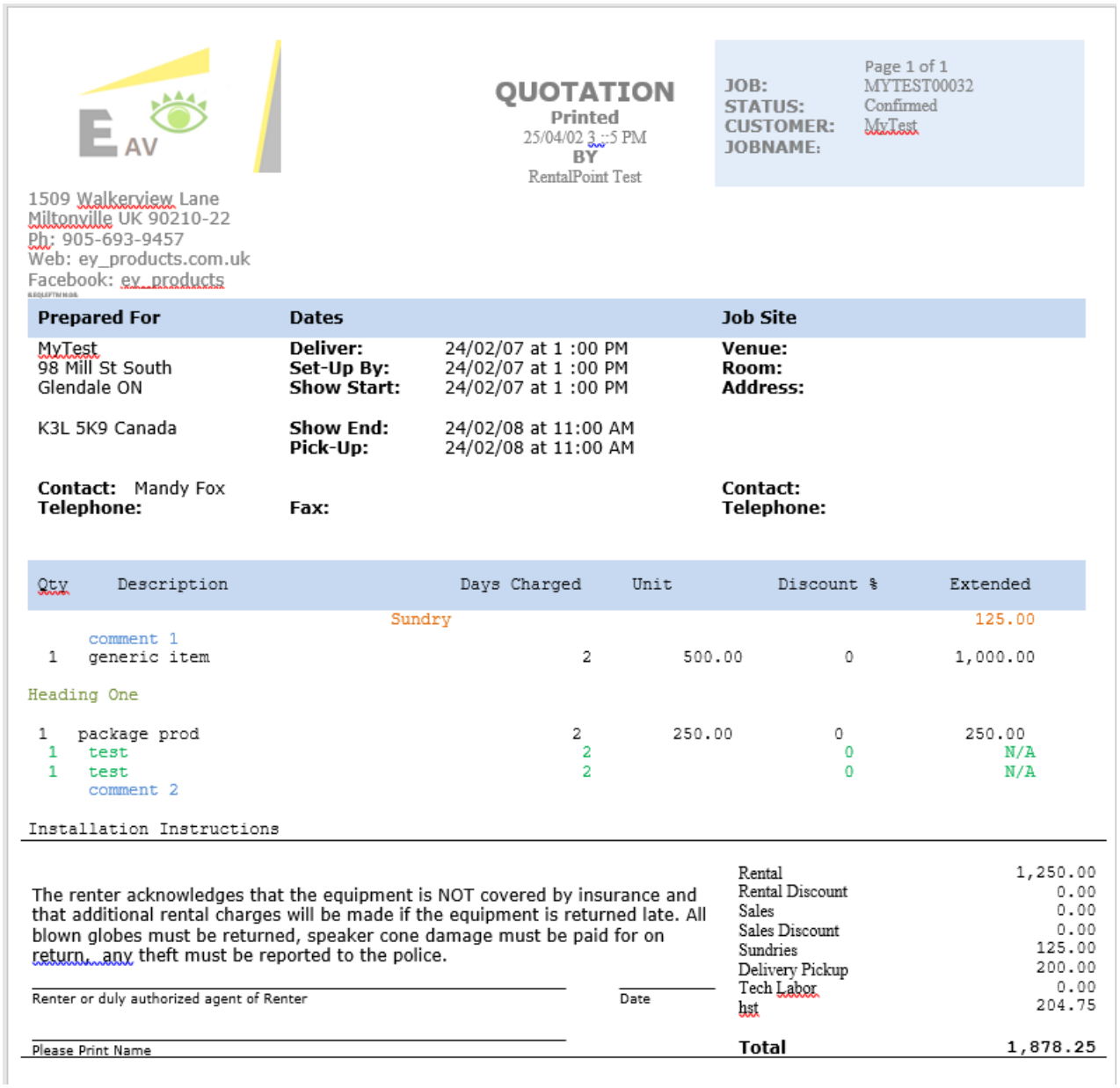
INSERT FIELD	DESCRIPTION
&COMCOL&	Comment colour
&HEDCOL&	Heading colour
&SUNCOL&	Sundry colour
&COMPCOL&	Component colour
&GROCOL&	Group heading colour

To use any of the colour insert fields:

1. Insert one or more of the colour insert fields into your template above the equipment list.
2. Then highlight the text between the &'s and change the colour
3. The comments will appear in the colour of the insert field



Output Document with colour



QUOTATION
Printed
25/04/02 3 ::5 PM
BY
RentalPoint Test

Page 1 of 1
JOB: MYTEST00032
STATUS: Confirmed
CUSTOMER: MyTest
JOBNAME:

1509 Walkerview Lane
Miltonville UK 90210-22
Ph: 905-693-9457
Web: ey_products.com.uk
Facebook: ey_products

Prepared For	Dates		Job Site
MyTest	**Deliver:**	24/02/07 at 1 :00 PM	**Venue:**
98 Mill St South	**Set-Up By:**	24/02/07 at 1 :00 PM	**Room:**
Glendale ON	**Show Start:**	24/02/07 at 1 :00 PM	**Address:**
K3L 5K9 Canada	**Show End:**	24/02/08 at 11:00 AM	
	Pick-Up:	24/02/08 at 11:00 AM	
Contact: Mandy Fox			**Contact:**
Telephone:	**Fax:**		**Telephone:**

Qty	Description	Days Charged	Unit	Discount %	Extended
	Sundry				125.00
	comment 1				
1	generic item	2	500.00	0	1,000.00
Heading One					
1	package prod	2	250.00	0	250.00
1	test	2		0	N/A
1	test	2		0	N/A
	comment 2				

Installation Instructions

The renter acknowledges that the equipment is NOT covered by insurance and that additional rental charges will be made if the equipment is returned late. All blown globes must be returned, speaker cone damage must be paid for on return, any theft must be reported to the police.

Renter or duly authorized agent of Renter

Date

Please Print Name

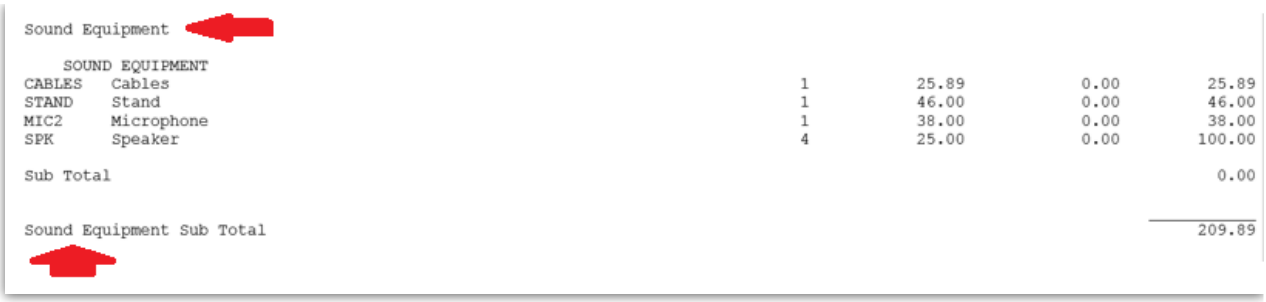
Rental	1,250.00
Rental Discount	0.00
Sales	0.00
Sales Discount	0.00
Sundries	125.00
Delivery Pickup	200.00
Tech Labor	0.00
hst	204.75
Total	**1,878.25**

Sub Totals on RTF Documents

Custom printing parameter #4 enables heading sub totals to print on custom documents.

Please contact support@rentp.com to enable this functionality for your company setup.

The default behavior will cause the heading description to be used in the title for the sub total as well.



Sound Equipment

	SOUND EQUIPMENT				
CABLES	Cables	1	25.89	0.00	25.89
STAND	Stand	1	46.00	0.00	46.00
MIC2	Microphone	1	38.00	0.00	38.00
SPK	Speaker	4	25.00	0.00	100.00

Sub Total 0.00

Sound Equipment Sub Total 209.89

Applying the **&EXHDDESC&** insert field above the detail line in the template will cause every heading sub total to display 'Heading Sub total' instead of using the heading description.

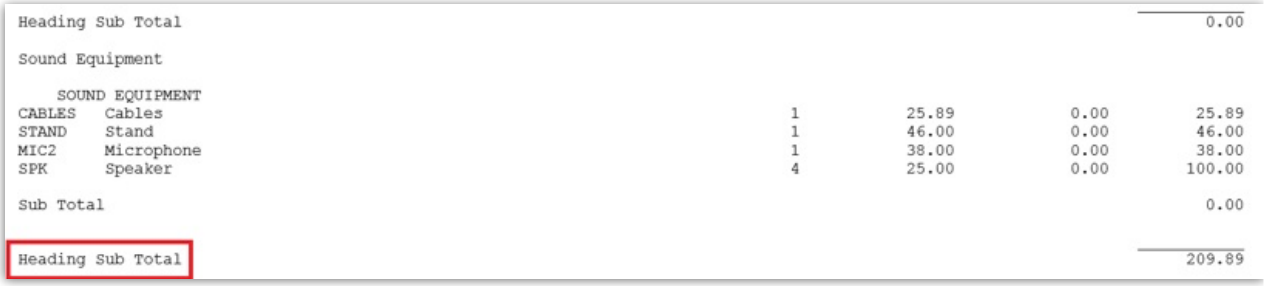


&CustP2C&

&EQLEFTMN:0&&EXHDDESC&

CODE DESCRIPTION

&PRODUCTC:8& &DESCC:50&



Heading Sub Total 0.00

Sound Equipment

	SOUND EQUIPMENT				
CABLES	Cables	1	25.89	0.00	25.89
STAND	Stand	1	46.00	0.00	46.00
MIC2	Microphone	1	38.00	0.00	38.00
SPK	Speaker	4	25.00	0.00	100.00

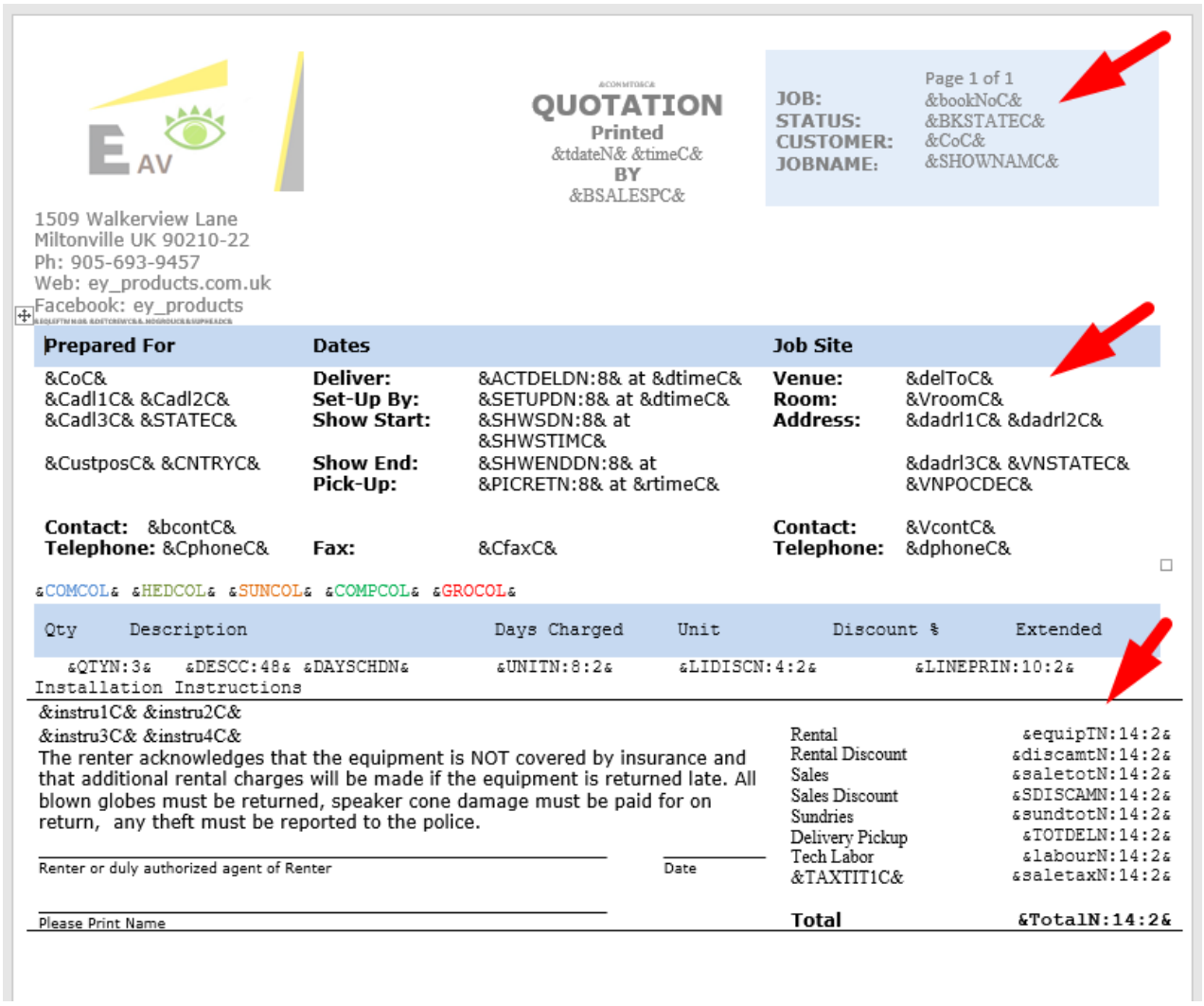
Sub Total 0.00

Heading Sub Total 209.89

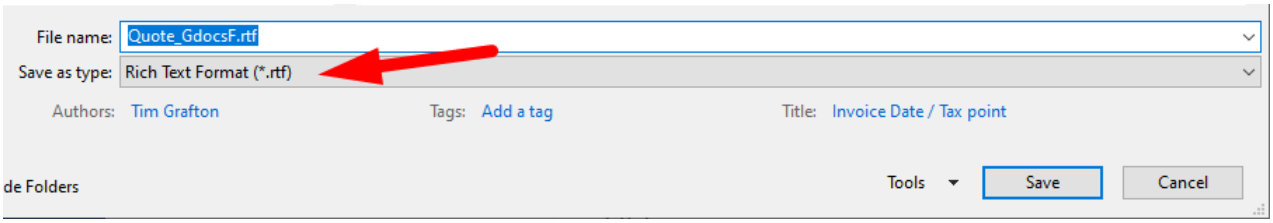
Creating an RTF Template

Open Microsoft Word and design your template as desired OR copy an existing template (see load document below for where to find existing templates)

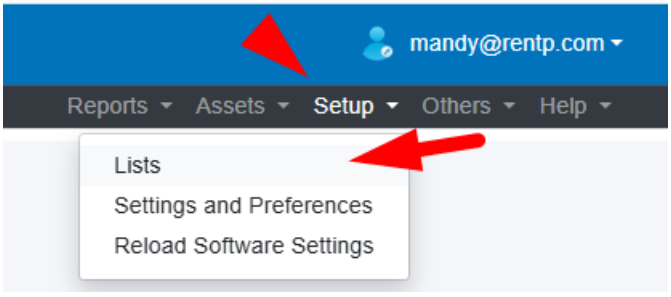
For any area where you would like information from the booking to print, use the corresponding insert field from the RenalPoint Add-ins Tab, colour insert fields and regular insert fields

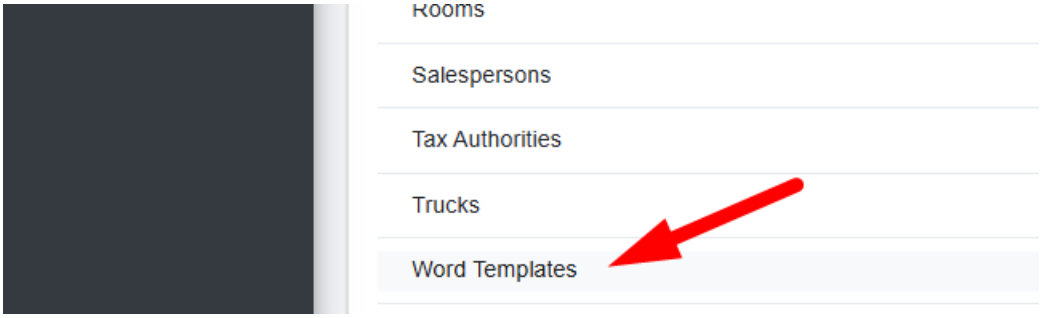


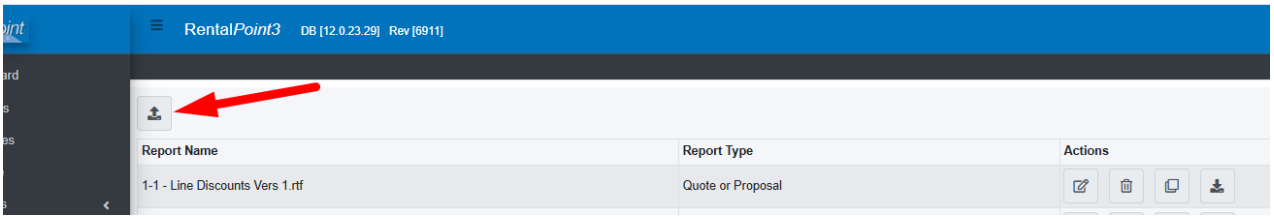
Save your document as an RTF type

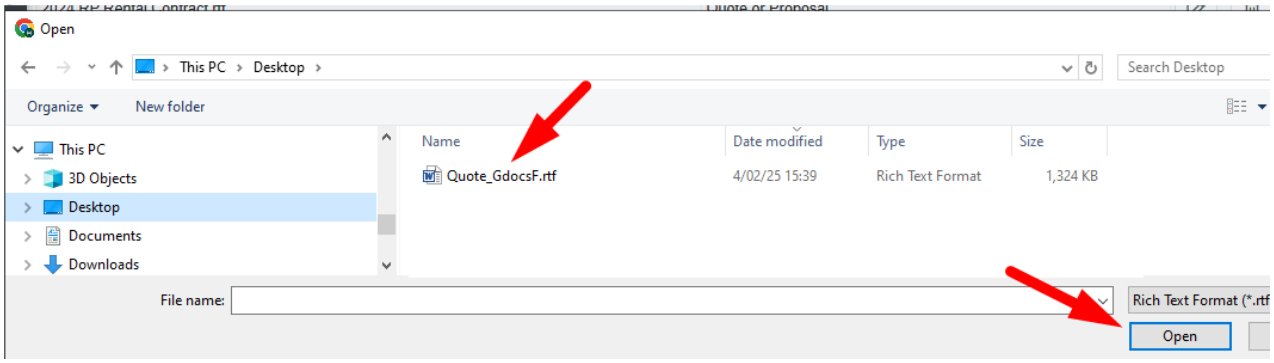


Load your document for use in the software

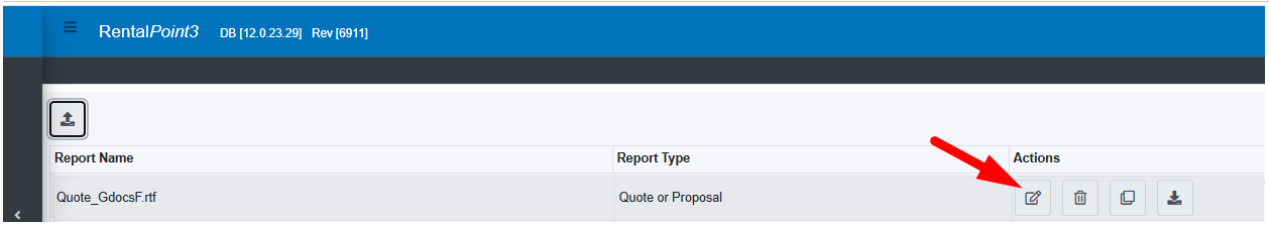








Edit the settings to set whether the template should be available from the Print->Quote or Print->Invoice option





Troubleshooting Merge Issues

We've outlined some typical formatting issues found when modifying or creating new templates.

Please contact support@rentp.com should your template issues persist beyond the resolutions below.

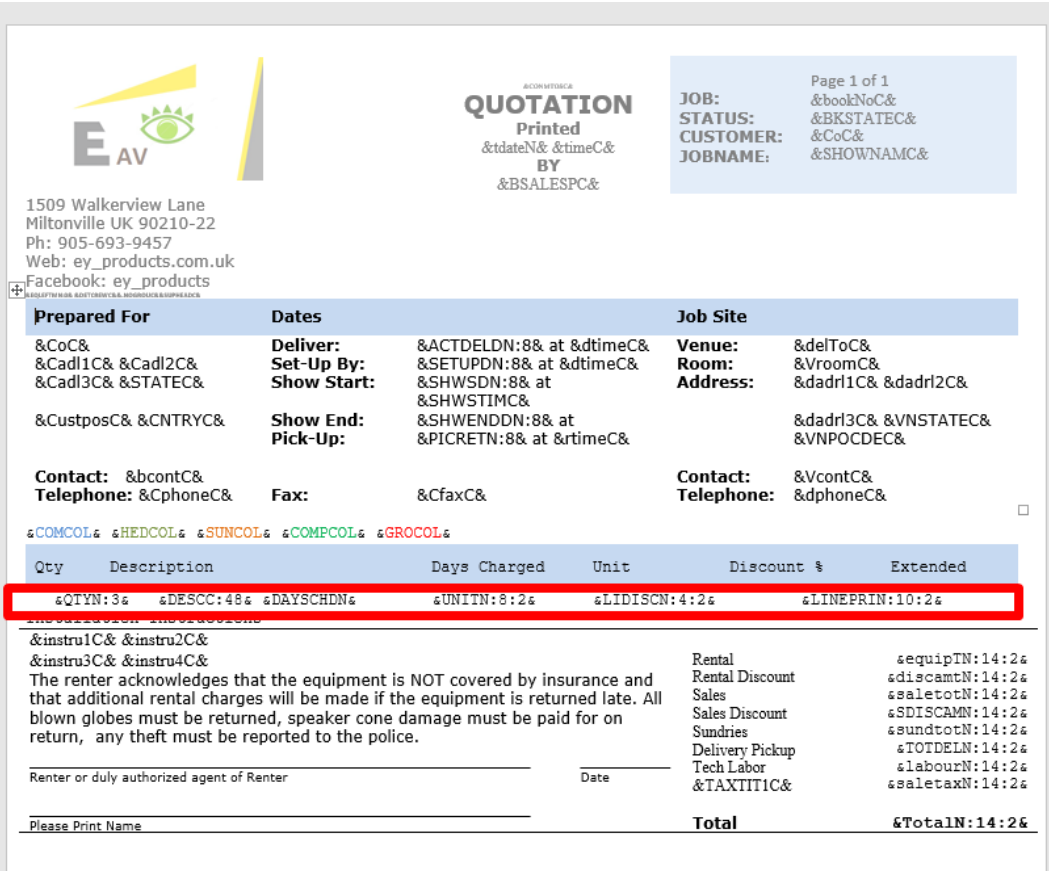
Insert Fields Display in Merged Document

For any insert fields that do not merge (i.e. the insert field is showing in the merged document)

- Sometimes Word stores junk characters around insert fields in RTF documents preventing the field from merging properly. To resolve, copy the insert field into a notepad, then copy it back to your template.

Equipment List is not Aligned Properly

See equipment list outlined below



EAV

1509 Walkerview Lane
Miltonville UK 90210-22
Ph: 905-693-9457
Web: ey_products.com.uk
Facebook: ey_products

QUOTATION
Printed
&tdateN& &timeC&
BY
&BSALESPC&

Page 1 of 1

JOB:	&bookNoC&
STATUS:	&BKSTATEC&
CUSTOMER:	&CoC&
JOBNAME:	&SHOWNAMC&

Prepared For	Dates		Job Site	
&CoC&	Deliver:	&ACTDELDN:8& at &dtimeC&	Venue:	&delToC&
&Cadl1C& &Cadl2C&	Set-Up By:	&SETUPDN:8& at &dtimeC&	Room:	&VroomC&
&Cadl3C& &STATEC&	Show Start:	&SHWSDN:8& at &SHWSTIMC&	Address:	&dadrl1C& &dadrl2C&
&CustposC& &CNTRYC&	Show End:	&SHWENDDN:8& at		&dadrl3C& &VNSTATEC&
	Pick-Up:	&PICRETN:8& at &rtimeC&		&VNPOCDEC&
Contact: &bcontC&			Contact:	&VcontC&
Telephone: &CphoneC&	Fax:	&CfaxC&	Telephone:	&dphoneC&

&COMCOL& &HEDCOL& &SUNCOL& &COMPCOL& &GROCOL&

Qty	Description	Days Charged	Unit	Discount %	Extended
&QTYN:3&	&DESCC:48& &DAYSCHDN&	&UNITN:8:2&	&LIDISCN:4:2&		&LINEPRIN:10:2&

&instru1C& &instru2C&
&instru3C& &instru4C&

The renter acknowledges that the equipment is NOT covered by insurance and that additional rental charges will be made if the equipment is returned late. All blown globes must be returned, speaker cone damage must be paid for on return, any theft must be reported to the police.

Renter or duly authorized agent of Renter Date

Please Print Name

Rental	&equipTN:14:2&
Rental Discount	&discamtN:14:2&
Sales	&saletotN:14:2&
Sales Discount	&SDISCAMN:14:2&
Sundries	&sundtotN:14:2&
Delivery Pickup	&TOTDELN:14:2&
Tech Labor	&labourN:14:2&
&TAXTIT1C&	&saletaxN:14:2&
Total	**&TotalN:14:2&**

When saving your RTF template, use File-->Save AS instead of the save icon.

This ensures the file is saved without garbage characters between insert fields which can cause issues during the merge process.

If the equipment list prints in a dis-proportional font:

- Use a Fixed Width/Monospaced Font for the equipment list in your template like Consolas
- If you're already using a Fixed Width/Monospaced font then please send a copy of your font file to support@rentp.com so that we may load it and make it available for your template.
- Sometimes MS Word stores junk characters between the fields on the equipment list. For this reason all editing of the equipment list should be performed in Notepad.
    - Cut the equipment list line out of the template into a notepad
    - Then add any spacing needed where the equipment list should appear in the template
    - change the font for the spaces to Consolas or another fixed size font (avoid using Courier new)
- Move the equipment list outside of a table.
- If the template still doesn't work:
    - Edit the template using notepad++
    - Find the equipment list and look just before it for /fnn where nn is the number for the font.
    - Delete the /fnn and all the ones that appear before it.

Remove any & characters used as normal text in your template

- Since the software uses '&' as part of the code to merge database information to your template, please refrain from using '&' as normal text. Delete any & from the template that is NOT part of an insert field

If the template still doesn't work - email the template to support@rentp.com for review

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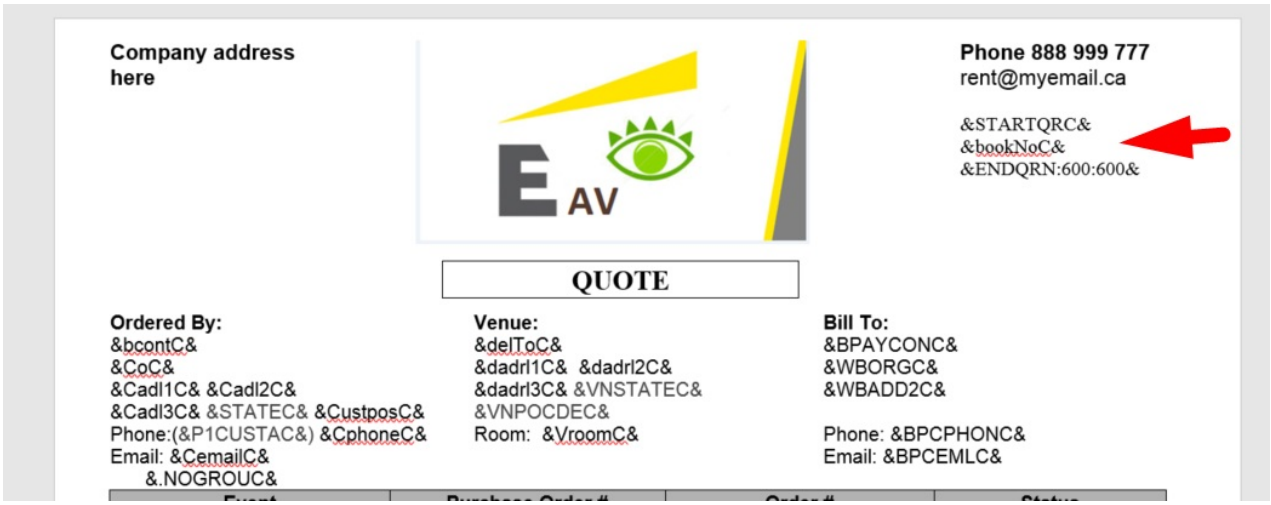
QRCode on RTF Templates

QR Code can be printed on RTF templates using the following setup

- &STARTQRC&
- < the insert field for the field you want printed as a QR Code >
- &ENDQRN:<size>:<size>&

Example:

Booking Number is printed as QR Code using the setup below



Merged Template:

