



RTF Insert Fields

Name	Length	Insert Field
Customer Fields		
Customer Code	8	&CustCC&
Contact Name	18	&ContactC&
Organisation or Company	32	&CoC&
Street Address Line 1	32	&Cadl1C&
Street Address Line 2	32	&Cadl2C&
Street Address City	50	&CITYC&
Street Address State	50	&STATEC&
Street Address Country	50	&CNTRYC&
Street Address Postal Code	4	&CustposC&
Postal Address Line 1	40	&POSTAD1C&
Postal Address Line 2	40	&POSTAD2C&
Postal Address City	50	&POSCITYC&
Postal Address State	50	&POSTATEC&
Postal Address Country	50	&POSCTRYC&
Postal Address Postal Code	8	&PPostcC&
Phone 1 Country Code	10	&P1CUSTCC&
Phone 1 Area Code	10	&P1CUSTAC&
Phone 1	16	&CphoneC&
Phone 1 Extension	8	&P1CUSTEC&
Phone 2 Country Code	10	&P2CUSTCC&
Phone 2 Area Code	10	&P2CUSTAC&
Phone 2	16	&CustP2C&
Phone 2 Extension	8	&P2CUSTEC&
Fax Country Code	10	&CTYCODEC&
Fax Area Code	10	&ARECODEC&
Fax	16	&CfaxC&



RTF Insert Fields

Name	Length	Insert Field
Cell Country Code	10	&CELLCCC&
Cell Area Code	10	&CELLACC&
Cell	16	&CELLC&
Account Type	10	&CtermsC&
Industry Type	1	&ITC&
Hire Tax Exempt	8	&TAXeC&
Credit Limit		&ClimitN&
Current Outstanding		&CurN&
Period One		&per1N&
Period Two		&per2N&
Period Three		&per3N&
Balance Outstanding		&balN&
Balance Including This Invoic		&BalinvN&
Payments Month To Date		&pmtN&
Discount Rate Percentage		&CDiscN&
Last Transaction Date		&LastranN&
Last Payment Date		&LastpayN&
Last Payment Amount		&LastamtN&
Customer Number		&CustNoC&
Email Address		&CemailC&
AR Email Address		&ARemailC&
Webpage Address		&CwebadrC&
Salesperson Assigned	50	&BSALESPC&
Salesperson Email Address	80	&BSPEMALC&
Salesperson Cell Country Code	10	&BSCCELLCC&
Salesperson Cell Area Code	10	&BSCCELLAC&
Salesperson Cell	16	&BSCCELLDC&
Account Manager	30	&ACCTMGRC&



RTF Insert Fields

Name	Length	Insert Field
Industry Description	35	&INDDDESCC&
Customer Is A Prospect	1	&ISPROSPC&
Customer Is A Competitor	1	&ISCOMPC&
Credit Card Name	20	&CCNAMEC&
Credit Card Number	28	&CCNUMC&
Credit Card Number Masked	28	&CCNUMMAC&
Credit Card Exp Month	2	&CCEXPMC&
Credit Card Exp Year	4	&CCEXPYC&
Credit Card Holder	40	&CCHOLDC&
Credit Card Address Line 1	30	&CCADR1C&
Credit Card Address Line 2	30	&CCADR2C&
Credit Card City	20	&CCCITYC&
Credit Card State	5	&CCSTATC&
Credit Card Postal Code	12	&CCPCODC&
Credit Card ID Number	9	&CCIDNOC&
Date Record Created		&DRECCRN&
Custom Text Field 1	25	&CTXT1C&
Custom Text Field 2	25	&CTXT2C&
Custom Text Field 3	25	&CTXT3C&
Custom Text Field 4	25	&CTXT4C&
Custom Text Field 5	25	&CTXT5C&
Custom Text Field 6	25	&CTXT6C&
Custom Text Field 7	25	&CTXT7C&
Custom Text Field 8	25	&CTXT8C&
Custom Text Field 9	25	&CTXT9C&
Custom Text Field 10	25	&CTXT10C&
Custom Text Field 11	25	&CTXT11C&
Custom Text Field 12	25	&CTXT12C&



RTF Insert Fields

Name	Length	Insert Field
Custom Text Field 13	25	&CTXT13C&
Custom Text Field 14	25	&CTXT14C&
Custom Text Field 15	25	&CTXT15C&
Custom Text Field 16	25	&CTXT16C&
Custom Date Field 1		&CDATE1C&
Custom Date Field 2		&CDATE2C&
Custom True / False Field 1	1	&CTF1C&
Custom True / False Field 2	1	&CTF2C&
Custom True / False Field 3	1	&CTF3C&
Custom True / False Field 4	1	&CTF4C&
Custom True / False Field 5	1	&CTF5C&
Custom True / False Field 6	1	&CTF6C&
Custom True / False Field 7	1	&CTF7C&
Custom True / False Field 8	1	&CTF8C&
Custom True / False Field 9	1	&CTF9C&
Custom True / False Field 10	1	&CTF10C&
Custom Integer Field 1		&CINT1C&
Custom Integer Field 2		&CINT2C&
Custom Integer Field 3		&CINT3C&
Custom Integer Field 4		&CINT4C&
Customer Notes		&CNotesC&

Venue Fields

Venue Name	50	&delToC&
Room	35	&VroomC&
Floor #	20	&VFLRNUMC&



RTF Insert Fields

Name	Length	Insert Field
Ceiling Height		&VCEILHTC&
Max Capacity	20	&VMAXCAPN&
Address Line 1	50	&dadrl1C&
Address Line 2	50	&dadrl2C&
City	50	&dadrl3C&
State	50	&VNSTATEC&
Country	50	&VNCNTRYC&
Postal Code	12	&VNPOCDEC&
Phone 1 Country Code	10	&P1DELCC&
Phone 1 Area Code	10	&P1DELAC&
Phone 1	16	&dphoneC&
Phone 1 Extension	8	&P1DELEC&
Phone 2 Country Code	10	&P2DELCC&
Phone 2 Area Code	10	&P2DELAC&
Phone 2	16	&delP2C&
Phone 2 Extension	8	&P2DELEC&
Fax Country Code	10	&FDELCC&
Fax Area Code	10	&FDELAC&
Fax	16	&dfaxC&
Cell Country Code	10	&VENCECCC&
Cell Area Code	10	&VENCEACC&
Cell	16	&VENCELLC&
Contact Name	35	&VcontC&
Contact Phone	16	&VCPHNC&
Webpage Address	80	&VWEBC&
Venue Notes		&VNOTESC&



RTF Insert Fields

Name	Length	Insert Field
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Booking Fields

Booking Number	13	&bookNoC&
P.O. Number	14	&orderNoC&
Contact Name	22	&bcontC&

Customer Tab

Booking Type	50	&BKTYPEC&
"Bill to" Customer Code		&WBCUCOC&
"Bill to" Contact		&WBCONTC&
"Bill to" Organisation		&WBORGC&
"Bill to" Address Line 1		&WBADD1C&
"Bill to" Address Line 2		&WBADD2C&
"Bill to" City		&WBADD3C&
"Bill to" State		&WBSSTATC&
"Bill to" Country		&WBSCOUNC&
"Bill to" Postal Code		&WBPOCODC&
"Bill to" Postal Address 1		&WBPOA1C&
"Bill to" Postal Address 2		&WBPOA2C&
"Bill to" Postal City		&WBPOA3C&
"Bill to" Postal State		&WBPSTATC&
"Bill to" Postal Country		&WBPCOUNC&
"Bill to" Postal Postal Code		&WBPPCODC&
"Bill to" Phone 1 Country Co	10	&WBP1CC&
"Bill to" Phone 1 Area Code	10	&WBP1AC&
"Bill to" Phone 1		&WBPHONEC&



RTF Insert Fields

Name	Length	Insert Field
"Bill to" Phone 1 Extension	8	&WBP1EC&
"Bill to" Phone 2 Country Co	10	&WBP2CC&
"Bill to" Phone 2 Area Code	10	&WBP2AC&
"Bill to" Phone 2		&WBPHO2C&
"Bill to" Phone 2 Extension	8	&WBP2EC&
"Bill to" Fax Country Code	10	&WBFCC&
"Bill to" Fax Area Code	10	&WBFAC&
"Bill to" Fax		&WBFAXC&
"Bill to" Account Type		&WBACCTYC&
"Bill to" Industry Type		&WBINDTYC&
"Bill to" Hire Tax Exempt		&WBHITAXC&
"Bill to" Credit Limit		&WBCRLIMN&
"Bill to" Current Outstanding		&WBCURRN&
"Bill to" Seven Days		&WBSEVDN&
"Bill to" Fourteen Days		&WBFOUDN&
"Bill to" Twenty One Days		&WBTWEDN&
"Bill to" Balance Outstanding		&WBTOTDN&
"Bill to" Bal Incl This Inv		&WBTOTPN&
"Bill to" Payments MTD		&WBPAYMN&
"Bill to" Discount Rate		&WBDISRN&
"Bill to" Last Trans Date		&WBLASTRN&
"Bill to" Last Payment Date		&WBLAPDN&
"Bill to" Last Payment Amt		&WBLAPAN&
"Bill to" Customer Number		&WBCUNUMC&
"Bill to" Email Address		&WBEMAILC&
"Bill to" AR Email Address		&WBAREMAC&
"Bill to" Webpage Address		&WBWEBAC&
Contact Address Line 1		&CADR1C&



RTF Insert Fields

Name	Length	Insert Field
Contact Address Line 2		&CADR2C&
Contact Address City		&CCITYC&
Contact Address State		&CSTATEC&
Contact Address Country		&CCNTRYC&
Contact Address Postal Code		&CPOSTCC&
Contact Phone 1		&CONTPHC&
Contact Phone 2		&CONTPH2C&
Contact Mobile		&CONTPH3C&
Contact Fax		&CONFAXC&
Contact Email Address		&CEMAILAC&
Contact Drivers Licence	14	&LICENNOC&
Price Set Customer Pays	30	&PRICSETC&
Currency Name	30	&CURRENCC&
Booking payment contact		&BPAYCONC&
Booking payment contact phone		&BPCPHONC&
Booking payment contact email		&BPCEMLC&
Customer payment contact		&CPAYCONC&
Customer payment contact phone		&CPCPHONC&
Customer payment contact email		&CPCEMLC&

Calendar Tab

Warehouse Out Date	&deldateN&
Warehouse Out Day	&deldayC&
Warehouse Out Time	&OutTimeC&
Time Out Hour	&outhourC&
Time Out Min	&outminC&
Warehouse In Date	&retdateN&
Warehouse In Day	&retdayC&



RTF Insert Fields

Name	Length	Insert Field
Warehouse In Time		&InTimeC&
Time In Hour		&inHourC&
Time In Min		&inMinC&
Prep Day	9	&PREPDAYC&
Prep Date		&PDATEN&
Prep Time		&PTIMEC&
Load Day	9	&LOADDayC&
Load Date		&LOADDatN&
Load Time	4	&LOADTmeC&
Delivery Day	9	&DELDDAYC&
Delivery Date (Actual)		&ACTDELDN&
Delivery Time (Actual)	6	&dtimeC&
Setup Day	9	&SETUDAYC&
Setup Date		&SETUPDN&
Setup Time	4	&setupC&
Rehearsal Day	9	&REHEDAYC&
Rehearsal Date		&REHDATEN&
Rehearsal Time	4	&rehearC&
Show Start Day	9	&SHOWSDAC&
Show Start Date		&SHWSDN&
Show Start Time		&SHWSTIMC&
Show End Day	9	&SHOWEDAC&
Show Ends Date		&SHWENDDN&
Show Ends Time		&SHWENDTC&
Strike Day	9	&STRIDAYC&
Strike Date		&STRIKEDN&
Strike Time	4	&strikeC&
Pickup For Return Day	9	&PICKDAYC&



RTF Insert Fields

Name	Length	Insert Field
Pickup for Return Date		&PICRETN&
Pickup for Return Time	6	&rtimeC&
Unload Day	9	&ULDayC&
Unload Date		&ULDateN&
Unload Time	4	&ULTimeC&
De-prep Day	9	&DPRPDayC&
De-prep Date		&DPRPDatN&
De-prep Time	4	&DPRPTmeC&
Expected Return Date		&ERDATEN&
Expected Return Day	9	&ERDAYC&
Expected Return Time	4	&ERTIMEC&
Days Using Equip		&daysuseN&
Days Charged		&dayschN&

Equipment Tab

Rental Total		&equipTN&
Rental Discount Rate		&BdiscRN&
Rental Discount Amount		&discamtN&
Rental Total After Discount		&eqtotdN&
Sales Total		&saletotN&
Sales Discount Rate		&SaledisN&
Sales Discount Amount		&SDISCAMN&
Sales Total After Discount		&SALESTDN&
Line Item Discount Amount	12	&DISCLITN&
Discount Grand Total	12	&DISCGRAN&
Undiscounted Grand Total	12	&UNDISCGN&
Credit Surcharge Rate	11	&CSURRATN&
Credit Surcharge Amount	11	&CSURAMTN&



RTF Insert Fields

Name	Length	Insert Field
Event Management Rate	11	&EMRATEN&
Event Management Amount	11	&EMAMTN&
Fuel Surcharge Rate		&FUELRTEN&
Fuel Surcharge Amount		&FUELAMTN&
Delivery Total		&delpricN&
Collection Total		&COLFPRIN&
Total Freight Amount		&TOTDELN&
Labour Total		&labourN&
Insurance Amount		&insurN&
Sundry Markup Percentage		&sunmrkuN&
Sundry Total		&sundtotN&
Sub Total Inc Sundries - Disc		&INCSUNDN&
Tax 1 Title		&TAXTIT1C&
Tax 1 Amount		&saletaxN&
Tax 2 Title		&TAXTIT2C&
Tax 2 Amount		&vattotN&
Rental Tax / Stamp Duty		&HireTAXN&
Total Invoice Amount		&TotalN&
Total Invoice Amount Undiscou		&tpundisN&
Total Invoice Amount Pre Tax		&extaxN&
Tot Inv Amt No Tax No Disc	12	&TNTNDISN&
Total Invoice Amount in Euros		&EUROTOTN&
Show Amounts in Euros		&ALLNEURC&
Rental Buyout Price / Details		&BUYOUTC&
Price Inc Pack Comp Undiscoun		&TOTCOMPN&
Total Cost Price		&TOTCOSTN&
Total Wholesale Price		&TOTWHON&
Total Trade Price		&TOTTRAN&



RTF Insert Fields

Name	Length	Insert Field
Total Retail Price		&TOTRETN&
Losses and Breakages Total		&LOSSESN&
Total Backup Equipment		&TOTBACKN&
Replacement Value		&REPLVALN&
Booking Total No Discount	11	&BTNODISN&
Rental + Sale No Discount	11	&RSNODN&
Rental, Sale, Sund No Disc	11	&RSSNODN&
Rental, Sale, Sund All Disc	11	&RSSADN&
Tot Inv Amt Undisc Minus Pay	11	&TIAUMPNN&

Equipment Grid Fields

Product Code	8	&PRODUCTC&
Description	50	&DESCC&
Quantity	5	&QTYN&
Days Using	5	&DAYSN&
Days Charged	5	&DAYSCHDN&
Unit Price	11	&UNITN&
Line Item Discount Percentage	8	&LIDISCN&
Line Item Discount Amount	11	&LIDISCAN&
Bking Disc App to Line Item	11	&LIBDISAN&
LI Ext. Price w Booking Disc	11	&LIEXWBDN&
Extended Price	11	&LINEPRIN&
Weekly Price	11	&WEEKLYN&
Extra Day Price	11	&XTRADAYN&
4 Week Price	11	&4WEEKSN&
Monthly Price	11	&MONTHLYN&
Daily Price	11	&DAILYRN&
Cost Price	11	&COSTPN&



RTF Insert Fields

Name	Length	Insert Field
Wholesale Price	11	&WHOLEPN&
Trade Price	11	&TRADEPN&
Retail Price	11	&RETAILPN&
Replacement Value	11	&REPVALUN&
Day Week Rate	8	&DWRATEN&
Country of Origin	25	&ORIGINC&
Barcode/Stock/Serial Number	20	&BARCDESC&
Barcode	14	&ASTBARC&
Non-Asset Tracked Barcode	15	&NONASTTC&
Serial Number	25	&ASTSNOC&
Out Date	16	&LIOUDATN&
Out Time	4	&LIOUTTMN&
Out Time Hour	2	&LIOUTIHN&
Out Time Min	2	&LIOUTIMN&
In Date	16	&LIINDATN&
In Time	4	&LIINTMN&
In Time Hour	2	&LIINTIHN&
In Time Min	2	&LIINTIMN&
Invoice From Date		&INVFROMN&
Invoice To Date		&INVTON&
Unit Weight	3	&UNITWGTMN&
Unit Volume	3	&UNITVOLN&
Unit Length	3	&UNITLENN&
Unit Height	3	&UNITHGTN&
Unit Width	3	&UNITWDTN&
Unit Color	25	&UNITCOLC&
Model Number	30	&MODELNOC&
Part Number	30	&PARTNUMC&



RTF Insert Fields

Name	Length	Insert Field
P.A.T. Last Test Date	16	&PATLTDN&
P.A.T. Next Test Date	16	&PATNTDN&
P.A.T. Operational Status	10	&PATSTATC&
Asset Bin Location	11	&BINLOCNC&
Asset Warehouse Location	30	&ASSETLNC&
Check Box		&CHECKBXC&
Item Type		&ITEMTYPC&
Product Bin Location	20	&BINLOCAC&
Undiscounted Unit Price	11	&UNUNITN&

Venue Tab

Delivery Via	&dviaC&
Delivery Service	&DSERV C&
Delivery Zone	&DZONEN&
Return Via	&rviaC&
Return Service	&RSERV C&
Return Zone	&RZONEN&

Installation Instructions

Line 1	50	&instru1C&
Line 2	50	&instru2C&
Line 3	50	&instru3C&
Line 4	50	&instru4C&
Expected Attendees		&EXPATTN&
Total Weight		&TOTWEITN&
Total Volume		&TOTVOLN&



RTF Insert Fields

Name	Length	Insert Field
Payments Tab		
Payment Terms		&paytermC&
Due Date Calc on WH Out Date		&DUEDATEN&
Due Date Calc on Invoice Date		&DUEDATIN&
Total Payments on Booking		&BKPMTSN&
Outstanding Booking Balance		&BKOBALN&
Other Details Tab		
Operator Who Took Booking	25	&opC&
Operator Who Last Modified	25	&opMC&
From Location		&FROMLOCC&
Return to Location		&RETLOCC&
Show Name		&SHOWNAMC&
Version Number		&VERSIONN&
Potential Percent of Booking		&POTPERCN&
Referral for the Booking		&REFERC&
Event Type for the Booking		&EVTYPEC&
Priority of the Booking		&PRIORTYN&
Project Manager		&PRJMGRC&
Project Manager Email Address	80	&PRJEMAIC&
Project Manager Cell Country	10	&PRJCCCC&
Project Manager Cell Area Co	10	&PRJACCC&
Project Manager Cell Digits	16	&PRJCDIGC&
Booking Division	34	&DIVISIOC&

Status Tab



RTF Insert Fields

Name	Length	Insert Field
Status	10	&statusC&
Booking Progress Status		&BKSTATEC&
Date Confirmed		&DCONFN&
Date Confirmation Required		&CONFREQN&
Confirmed By (Name)		&CONFBYC&
Confirmation Docket Ref.		&CONFDOCC&

Crew Tab

Dress Code	35	&CDRESSC&
Crew Chief	50	&CWCHIEFC&
General Location	99	&CWGENLNC&
Custom List Field	99	&CWCLISTC&
Custom String Field	99	&CWCSTRC&
Custom Integer Field		&CWCINTN&
Custom Decimal Field		&CWCDECN&
Custom Date Field		&CWCDATEN&
Custom Time Field		&CWCTimeC&

Miscellaneous

Booking Notes		&BKNOTESC&
Crew Notes		&CREWNOTC&
Date Ordered	5	&dordN&
Invoice Number	9	&invNoN&
Invoice Date		&INVDATEN&
Advance Rental Invoice Date		&ADVRTDTN&
Deposit Quoted		&depositN&
Sales Tax Number		&taxNoN&



RTF Insert Fields

Name	Length	Insert Field
Rental Invoice From Date	8	&rentfrmN&
Rental Invoice To Date	8	&rentitoN&
Rental Invoice Month	12	&rentimN&
Settlement Date For Disc	8	&SETDATEN&
Settlement Discount Amount	11	&SETDISCN&
Rental Lay Days	8	&LAYDAYC&
Rental Rostered Days Off	8	&ROSTDAYC&
Rental Public Holidays	8	&HOLIDAYC&
Rental Days Not Charged	8	&NOCHDAYN&
Retail Value For Insurance	11	&RETAILN&
Permanent / Casual		&PERMCASC&
Currency Sign		&CURSIGNC&
Total Number of Pieces		&TOTPIEN&
Version Number of Booking	4	&BOOKVERN&
Booking Sequence Number	5	&BOOKSEQN&
Email Of Last Op to Save	50	&LASTOPSC&
Insert field &BKONC& placed above the detail line will cause backup lines to display ' - SPARE' in the description		&BKONC&

Weekly Rate Tot & Sub Tot

Total Rent at Weekly Rate	11	&TOTWEEKN&
Discount Amount at Weekly	11	&WKDISCN&
Discount Percentage at Weekly	11	&WKPERCN&
Total After Discount	11	&WKTOTADN&
Grand Total	11	&WKGRDTN&
Total Prices Inc Breakdown		&WKFOOTN&

4 Week Rate Tot & Sub Tot



RTF Insert Fields

Name	Length	Insert Field
Total Rent at 4 Weeks Rate	11	&TOT4WKN&
Discount Amount at 4 Weeks	11	&DISC4WKN&
Discount Percentage at 4 Week	11	&PERC4WKN&
Total After Discount	11	&TAD4WKN&
Grand Total	11	&4WKGRDTN&
Total Prices Inc Breakdown		&4WKFOOTN&

Extra Day / Week Rate Tot

Total Rent at Extra Week Rate	11	&XTOTWKN&
Discount Amount at Extra Week	11	&XDISCWKN&
Discount Percentage at Extra	11	&XPERCWKN&
Total After Discount	11	&XTADWKN&
Grand Total	11	&XGRDTN&
Total Prices Inc Breakdown		&XWKFOOTN&

Monthly Rate Tot & Sub Tot

Total Rent at Monthly Rate	11	&TOTMTHN&
Discount Amount at Monthly Ra	11	&DISCMTHN&
Discount Percentage at Monthl	11	&PERCMTHN&
Total After Discount	11	&TADMTHN&
Grand Total	11	&MTHGRDTN&
Total Prices Inc Breakdown		&MTHFOOTN&

Heading Fields

Heading Text	79	&HedtextC&
Delivery Date		&hdeldatN&



RTF Insert Fields

Name	Length	Insert Field
Delivery Time		&hOutTmeN&
Delivery Time Hour		&hdelthN&
Delivery Time Minute		&hdeltmN&
Return Date		&hretdatN&
Return Time		&hInTmeN&
Return Time Hour		&hretthN&
Return Time Minute		&hrettmN&
Days Using		&hdaysusN&
Days Charged		&hdayschN&
Use Own Equipment		&huseC&

Totals

Rental Total	&heqtotN&
Rental Discount Percentage	&hhdpercN&
Rental Discount Amount	&hhdamtN&
Rental Total After Discount	&heqtotdN&
Rental Amount Undiscounted	&hundiscN&
Labour Total	&hltotN&
Sales Total	&hstotN&
Sale Discount Percentage	&hsdpercN&
Sales Discount Amount	&hsdamtN&
Sundry Total	&hsundN&
Sundry Cost Total	&hsundcsN&
Tax 1	&hdutyN&
Tax 2	&hstaxN&
Grand Total for Heading	&htotalN&



RTF Insert Fields

Name	Length	Insert Field
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Project Fields

Project Code	8	&EventCC&
Project Description	32	&EventDC&
Delivery Date	16	&PdeldN&
Delivery Time	4	&PdelTN&
Delivery Day of Week	9	&PRDELDAC&
Return Date	16	&PretDN&
Return Time	4	&pRetTN&
Return Day of Week	9	&PRRETDAC&
Show Start Date	16	&PShowSDN&
Show Start Time	4	&PshowSTN&
Show End Date	16	&PShowEDN&
Show End Time	4	&PshowETN&
Show Days Using	4	&PshowDUN&
Show Days Charged	4	&PshowDCN&
Venue Name	50	&PvenueC&
Venue Address Line 1	50	&PAdr1C&
Venue Address Line 2	50	&PAdr2C&
Venue City	50	&PAdr3C&
Venue State		&PSTATEC&
Venue Country		&PCNTRYC&
Venue Postal Code		&PPOCODEC&
Venue Phone 1 Country Code	10	&PROJP1CC&
Venue Phone 1 Area Code	10	&PROJP1AC&
Venue Phone 1	16	&Pphone1C&
Venue Phone 1 Extension	8	&PROJP1EC&
Venue Phone 2 Country Code	10	&PROJP2CC&



RTF Insert Fields

Name	Length	Insert Field
Venue Phone 2 Area Code	10	&PROJP2AC&
Venue Phone 2	16	&Pphone2C&
Venue Phone 2 Extension	8	&PROJP2EC&
Venue Fax Country Code	10	&PROJFCC&
Venue Fax Area Code	10	&PROJFAC&
Venue Fax	16	&PfaxC&
Venue Contact	35	&PROCONTC&
List of Bookings in Project		&PLISTC&
List of Bookings w/ Showname		&PLISTSNC&
Equipment List for All Bookin		&PEQUIPC&
Weekly Adjustments		&WeekadjC&
Number of Attendees	5	&ProjattN&
Salesperson		&PsalespC&
Salesperson Email Address		&PSPEMALC&
Coordinator		&PCoordC&
Project Equipment Group Total		&PgrptotC&
Project Notes		&PRJNOTEC&
Rental Discount Amount	11	&PRDISCAN&
Rental Discount Percent	5	&PRDISCPN&
Sales Discount Amount	11	&PSDISCAN&
Sales Discount Percent	5	&PSDISCPN&
Total of Line Item Discounts	12	&PRTOLIDN&
Subtotal Plus All Discounts	12	&PRGTMLIN&
Project Subtotals		&PSUBTOTN&
Project Taxes		&PRTAXESN&
Project Grand Total		&PGRATOTN&

Purchase Order & Cross Rental Fields



RTF Insert Fields

Name	Length	Insert Field
Vendor Code	8	&VNDCODEC&
Vendor Contact	35	&VNDCONTC&
Vendor Name	50	&VNDNAMEC&
Vendor Address Line 1	50	&VNDADR1C&
Vendor Address Line 2	50	&VNDADR2C&
Vendor City	50	&VNDADR3C&
Vendor City 2		&VCITYC&
Vendor State		&VSTATEC&
Vendor Country		&VCNTRYC&
Vendor Postal code		&VNDCODC&
Vendor Phone 1 Country Code	10	&VENDP1CC&
Vendor Phone 1 Area Code	10	&VENDP1AC&
Vendor Phone 1	16	&VNDRPHN1C&
Vendor Phone 1 Extension	8	&VENDP1EC&
Vendor Phone 2 Country Code	10	&VENDP2CC&
Vendor Phone 2 Area Code	10	&VENDP2AC&
Vendor Phone 2	16	&VNDRPHN2C&
Vendor Phone 2 Extension	8	&VENDP2EC&
Vendor Fax Country Code		&VCTCODEC&
Vendor Fax Area Code		&VARCODEC&
Vendor Fax	16	&VNDFAXC&
Vendor Email Address	80	&VNDEMLC&
Vendor Webpage Address	80	&VNDWBPGC&
Vendor Currency	5	&VCURRYC&
Vendor Account Number		&ACCNOC&
Vendor Creation Date	8	&VCREATEN&
Vendor mobile country code		&VENDCCCC&
Vendor mobile area code		&VENDCACC&



RTF Insert Fields

Name	Length	Insert Field
Vendor mobile phone number		&VENDCPNC&
Payment Terms Days		&PTDAYSN&
Discount Percentage		&PDISCN&
Ordered By		&ORDRDBYC&
Requested By		&RQSTDBYC&
No Warning When Unapproved		&PONOWC&
PO Booking Number		&POBOOKC&
PO Number		&PONUMBRN&
PO Date of Order		&PODATEON&
PO Posted To On Order		&POPSTOOC&
PO Received		&PORECEIC&
PO Delivery To	50	&PODELTOC&
PO Address Line 1	50	&PODADR1C&
PO Address Line 2	50	&PODADR2C&
PO City	50	&PODADR3C&
PO State		&STATEPOC&
PO Country		&CNTRYPOC&
PO Postal Code	8	&POPCODEC&
PO Phone 1 Country Code	10	&POCCCC&
PO Phone 1 Area Code	10	&POACCC&
PO Phone 1		&PHONEPOC&
PO Phone 1 Extension	8	&POEC&
PO Fax Country Code	10	&POFCCC&
PO Fax Area Code	10	&POFACC&
PO Fax		&FAXPOC&
PO Contact		&CNTCTPOC&
PO Delivery Via		&PODVIAC&
PO Sub Total Amount (no tax)	11	&POSTOTAN&



RTF Insert Fields

Name	Length	Insert Field
PO Total Amount	11	&POTOTLAN&
PO Date Expected		&PODATEEN&
PO Project Code	8	&POPJCODC&
PO Other Description	20	&POODESCC&
PO Freight		&POFREIGN&
PO Their and Our Number		&POTONON&
PO Print Notes On		&PONOTESC&
PO Print Equipment On		&POEQUIPC&
PO Description	50	&PODESCRC&
PO Overall Discount Amount	11	&TOTDISCN&
PO Subtotal Before Discount	11	&STOTNDIN&
PO Subtot Aftr Disc(ex Frght)	11	&STADINFN&
PO Tax Authority 1		&POTAXA1C&
PO Tax Authority 2		&POTAXA2C&
PO Tax 1 Amount		&POTAMT1N&
PO Tax 2 Amount		&POTAMT2N&
PO Approved By Operator		&APPBYOPC&
PO Approved On Date		&APPDATEN&
PO dont print mfct part num		&PONOPRTC&
PO Line Item Product Code	8	&POLIPCC&
PO Line Item Part Number	30	&POLIPNC&
PO Line Item Description	50	&POLIDNC&
PO Line Item Quantity	4	&POLIQYN&
PO Line Item Unit of Measure	4	&POLIUMC&
PO Line Item Unit Price	6	&POLIUPN&
PO Line Item Discount	3	&POLIDTN&
PO Line Item Extended Price	10	&POLIEPN&
PO Line Item Revenue Code	10	&POLREVC&



RTF Insert Fields

Name	Length	Insert Field
PO Line Item Model Number	50	&POMODELC&
CR Assigned To		&POASBKC&
CR Customer Code		&CRCUCOC&
CR Contact		&CRCONTC&
CR Organisation		&CRORGCC&
CR Address Line 1		&CRADD1C&
CR Address Line 2		&CRADD2C&
CR City		&CRADD3C&
CR Postal Code		&CRPOCODC&
CR Postal Address Line 1		&CRPOA1C&
CR Postal Address Line 2		&CRPOA2C&
CR Postal City		&CRPOA3C&
CR Postal Postal Code		&CRPPCODC&
CR Phone 1 Country Code	10	&CRP1CC&
CR Phone 1 Area Code	10	&CRP1AC&
CR Phone 1		&CRPHONEC&
CR Phone 1 Extension	8	&CRP1EC&
CR Phone 2 Country Code	10	&CRP2CC&
CR Phone 2 Area Code	10	&CRP2AC&
CR Phone 2		&CRPHO2C&
CR Phone 2 Extension	8	&CRP2EC&
CR Fax Country Code	10	&CRFCC&
CR Fax Area Code	10	&CRFAC&
CR Fax		&CRFAXC&
CR Cell Country Code	10	&CRCELLCC&
CR Cell Area Code	10	&CRCELLAC&
CR Cell		&CRCELLDC&
CR Account Type		&CRACCTYC&



RTF Insert Fields

Name	Length	Insert Field
CR Industry Type		&CRINDTYC&
CR Tax Exempt		&CRHITAXC&
CR Credit Limit		&CRCRLIMN&
CR Current		&CRCURRN&
CR Seven Days		&CRSEVDN&
CR Fourteen Days		&CRFOUDN&
CR Twenty One Days		&CRTWEDN&
CR Payments MTD		&CRPAYMN&
CR Discount Rate		&CRDISRN&
CR Last Trans Date		&CRLASTRN&
CR Last Payment Date		&CRLAPDN&
CR Last Payment Amt		&CRLAPAN&
CR Customer Number		&CRCUNUMC&
CR Email Address		&CREMAILC&
CR Webpage Address		&CRWEBAC&
CR Notes		&CRNOTESC&
CR Project		&CRPROJC&
CR Date Required		&CRDATRQN&
CR Return Date		&CRDATRTN&
CR Date ordered	5	&dordN&
CR Transport Out Date		&TRANSODN&
CR Transport Out Time		&TRANSOTC&
CR Transport In Date		&TRANSIDN&
CR Transport In Time		&TRANSITC&
CR/PO Line item revenue code		&POLREVCC&

Miscellaneous Fields

Equipment List w Pricing	&EquipC&
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RTF Insert Fields

Name	Length	Insert Field
Equipment List No Pricing		&EquipNPC&
Equip List w Pricing No Head	ng	&EquipNHC&
Equip List No Pricing No Head	in	&gEqNPNHC&
Group Totals		&GroupTC&
Total Prices		&FootingC&
Project Code	8	&EventCC&
Project Description	32	&EventDC&
Todays Date	8	&tdateN&
The Time	5	&timeC&
Suppress Group Headings		&.NOGROUC&
Suppress Days Column		&.NODAYSC&
Cartnote		&CARTNOTC&
Weekly Rate Adjustments		&WEEKADJC&
Show Prices in Currency		&*C&
Reserved		&C&
Use RTF Highlighting		&.HIGHLC&
Suppress Heading Sub Totals		&SUPHEADC&
No. Detail Lines Per Page		&DETLINEN&
Exclude Sales Line Items		&EXSALESC&
Include Sales Line Items		&INCSALEC&
Print Sales Line Items		&DOSALESC&
Top Margin for Detail Line		&TOPMARGC&
Bottom Margin for Detail Line		&BOTMARGC&
Print Cross Rentals		&PRTSUBSC&
Conditional Page Break		&CONPAGEN&
Blank Line After Packages		&PACKBLC&
Advance to Line #		&ADVLINEC&
Strip Comments to Follow		&COMM_OKC&



RTF Insert Fields

Name	Length	Insert Field
Equipment List Left Margin		&EQLEFTMN&
Include Package Components		&INCCOMPC&
Exclude Package Components		&XCOMPC&
Specify Line Number on Page		&LINECNTN&
Show Prices For Crew		&CREWPRN&
Suppress Zero Priced Lines		&SUPZEROC&
Invoice Stage Name		&stgNameC&
Amount Due for Invoice Stage		&stgAmtDN&
Pre Tax Amt for Invoice Stage	10	&stgPreTN&
Tax 1 For Invoice Stage	8	&stgTax1N&
Tax 2 For invoice Stage	8	&stgTax2N&
Use the Checkout Quantity		&CHKQTYC&
Invoice By Operator		&INVOPRTC&
Group Lines Below On One Page		&NDLINEN&
Lines Above Detail		&LADTLN&
Suppress Comment Lines		&SUPCOMLC&
Use Internal Description		&.INDESCC&
Asset Barcode		&ASTBARC&
Asset Serial Number		&ASTSNOC&
Asset Description		&ASTDESCC&
Asset Product Code		&ASTPCC&
Asset Model Number		&ASTMNC&
Operator Return Email Address		&OPEMAILC&
Print Sales & Labour Only	0	&SLONLYC&
Do Not Print Barcodes		&PRNBARC&



RTF Insert Fields

Name	Length	Insert Field
Heading Dates and Times		&HEDDTC&
Packing List w Indented Roadc	as	&ePKINRC&
Bold Package Products		&BPACKC&
Indent Package Components		&INDPARTC&
Print L/W/H on Cartnote		&LWHCARTC&
Suppress Currency Sign		&SUPCURC&
Suppress Disc Frm Disc Subtot	al	&sSUPDISTC&
Suppress Disc From FootingC		&SUPDIFTC&
Suppress 0.00 Priced Expenses		&SUPCWEXC&
Sup. Non Testable Items [P.A.	T.	&]SNOTESTC&
Print Group Subtotals		&GROSTOTC&
Heading Totals After Discount		&HEADINGC&
Heading Totals Before Discoun	t	&HEADPREC&
Heading Totals Double Spaced		&HEADDBLC&
Heading Totals Trailing Dots		&HEADDOTC&
Heading Totals Dbl Spc w Dots		&HEADDBDC&
Sum of Previous Inv Stages	12	&STGSUMN&
Suppress Product Notes		&SUPRODNC&
Include Monetary Symbol		&\$C&
Convert Military to Std Time		&CONMTOSC&
Use Table For Equipment Detai		&USETABLC&
Heading Sub Totals Less Disc		&STNODISC&
Use English as Default		&USEENGCC&
Include Group Headings		&INCGRPC&
Show Added Checkout Headings		&DISACOC&
Show Heading Sub Totals		&SHEADSTC&
Suppress Discount Sub Totals		&SUPDSTC&
Display 0.00 Values as Blank		&DISPZBLC&



RTF Insert Fields

Name	Length	Insert Field
Display 0.00 Values as 0.00		&SHOWZBLC&
Inc Sale Sund Lab in Disc Sub		&INCALLC&
Inc Sale Disc Line in Disc Su		&INCSALSC&
Print Total Disc in Subtotal		&TOTDIONC&
Indent Qty w Desc for Prt Itm		&PACKINDC&
Group Tot No Sales/Crew/Title		&GROUPT2C&
Suppress Rental Disc Subtotal		&SUPRENTC&
Exclude Items in a Rack		&EXRACKIC&
No Items Added At Checkout		&NOADDITC&
Print Barcodes on Extra Line		&PASSETSC&
Print Headings w No Equipment		&PRTBLANC&

Crew Fields

Crew List	78	&CrewLstC&
Exclude Labour Items		&EXCLABC&
Include Labour Items		&INCLABC&
Print Detailed Crew Lines		&DETCREWC&
Print Summary Crew Lines		&SUMCREWC&
Print Unpaid Hours		&UNPAIDC&
No Dates/Times in Description		&LBNODATC&
Suppress Crew Unit Price		&NOLBUNIC&
Suppress Crew Extended Price		&NOLBEXTC&
Merge Similar Crew Lines		&MERGCRWC&
Print Days and Hours		&LBDAYHRC&



RTF Insert Fields

Name	Length	Insert Field
Print Task		&PRTTASKC&
Suppress 0.00 Priced Crew Lines		&SUPZCRLC&
Use Job Description		&USEJOBDC&

Crew Detail Line Items

Designation	50	&CWDESIGC&
Task	30	&CWTASKC&
Start Date	8	&CWSDATEN&
Start Time	4	&CWSTIMEN&
End Date	8	&CWEDATEN&
End Time	4	&CWETIMEN&
Quantity	3	&CWQTYN&
Technician	50	&CWTECHNC&
Technician Email Address	80	&CWEMAILC&
Technician Cell Country Code	10	&CWCCCC&
Technician Cell Area Code	10	&CWCACC&
Technician Cell Digits	16	&CWCELLDC&
Technician ST Rate	12	&CWTRATEN&
Technician OT Rate	12	&CWTRAOTN&
Technician DT Rate	12	&CWTRADTN&
Technician Hour Or Day Rate	1	&CWHORDC&
Technician Standard Time Pay	12	&CWSTPAYN&
Technician Over Time Pay	12	&CWOTPAYN&
Technician Double Time Pay	12	&CWDTPAYN&
Technician Total Pay (Extende	12	&CWEXRATN&
Technician Is Confirmed	1	&CWCONFIC&
Confirmation Level	12	&CWCLEVC&
Job Description	80	&CWJDESCC&



RTF Insert Fields

Name	Length	Insert Field
Meet On Site	1	&CWMEETC&
Days	3	&CWDAYSND&
Hours	3	&CWHOURSD&
Minutes	3	&CWMINSD&
Minimum Hours	3	&CWMINHRND&
Total Hours	3	&CWTHOURND&
Total Minutes	3	&CWTMINSD&
Standard Time Hours	3	&CWSTHRSD&
Over Time Hours	3	&CWOTHRSD&
Double Time Hours	3	&CWDTHRSD&
O/R Rate	1	&CWORRATC&
Client Select Rate Descriptio	30	&CWSRDESC&
Client Select Rate Price	17	&CWSRPRIC&
Client ST Rate	12	&CWCLIRAND&
Client OT Rate	12	&CWCLIOTND&
Client DT Rate	12	&CWCLIDTND&
Client H/D	1	&CWCLIHDC&
Client Standard Time Charge	12	&CWCLSPAN&
Client Over Time Charge	12	&CWCLOPAN&
Client Double Time Charge	12	&CWCLDPAN&
Client Total Charge (Exten.)	12	&CWCLIEXND&

Credit Note Fields

Number	10	&CreNoC&
Date		&CreDateN&
Rental Total		&CreHireN&
Tax 1 Description	25	&CreTx1DC&
Tax 1 Value		&CreTax1N&



RTF Insert Fields

Name	Length	Insert Field
Tax 2 Description	25	&CreTx2DC&
Tax 2 Value		&CreTax2N&
Freight		&CreFreN&
Labour		&CreLabN&
Insurance		&CreInsN&
Losses		&CreLosN&
Sales		&CreSaleN&
Sundry		&CreSundN&
Credit Card Surcharge		&CreCCSGN&
Event Management		&CNEAMTN&
Amount		&CreAmouN&

Contact Fields

Full Name	&CONNAMEC&
First Name	&CONTFIRC&
Middle Name	&CONTMIDC&
Last Name	&CONTSURC&
Position	&CONTPOSC&
Address Line 1	&CONADR1C&
Address Line 2	&CONADR2C&
City	&CONADR3C&
State	&CONSTATC&
Country	&CONCTRYC&
Postal Code	&CONPOSTC&
Phone 1	&CONPHONC&
Phone 2	&CONPHN2C&
Mobile	&CONPHN3C&



RTF Insert Fields

Name	Length	Insert Field
Fax		&CONFAXNC&
Email Address	80	&CONTMALC&
Webpage Address	80	&CONTWEBC&
Drivers Licence	20	&CONTLICC&
Picture File	80	&CONTPICC&
Active	1	&CONACTVC&
Mailing List	1	&CONTMAIC&
Decision Maker	1	&CONTDECC&
Last Contacted	8	&CONTLASN&
Last Attempt	9	&CONTATTN&
Department	20	&CONTDEPC&
Date Created	8	&CONTCDTN&
Last Updated	8	&CONTUDTN&
Referral Name	50	&CONTRFC&
Ask For	20	&CONAFRC&
Credit Card Name	20	&CONTCGCC&
Credit Card Number	28	&CONTCNC&
Credit Card Number Masked	28	&CONCCNMC&
Credit Card Expiry Month	2	&CONTCMC&
Credit Card Expiry Year	4	&CONTCYC&
Credit Card Address Line 1	30	&CONTC1C&
Credit Card Address Line 2	30	&CONTC2C&
Credit Card City	20	&CONTC&
Credit Card State	6	&CONTCRSC&
Credit Card Postal Code	12	&CONTCRPC&
Credit Card ID	10	&CONTCIC&
Credit Card Holder	99	&CONTCCHC&
Send Faxes	1	&CONTSF&



RTF Insert Fields

Name	Length	Insert Field
Send Emails	1	&CONTSEMC&
Salesperson Code	8	&CONTSPCC&
Assigned End Date	8	&CONTAEDC&
Freelance Contact	1	&CONTFRLC&
Driver	1	&CONTRVC&
Custom Text Field 1	50	&CONTXT1C&
Custom Text Field 2	50	&CONTXT2C&
Custom Text Field 3	50	&CONTXT3C&
Custom Text Field 4	50	&CONTXT4C&
Custom Text Field 5	50	&CONTXT5C&
Custom Text Field 6	50	&CONTXT6C&
Custom Date Field 1	50	&CONDAT1C&
Custom Date Field 2	50	&CONDAT2C&

Truck Detail Fields

Truck Out Name	30	&TROUTNAC&
Truck Out License Plate	30	&TROLICEC&
Truck Out License Expiry Date		&TROLIEXC&
Truck Out Fuel Cost Per Unit		&TROFUELN&
Truck Out Fuel Type	50	&TROTYPEC&
Truck Out List		&TROUTLIC&
Truck Out List With Fuel Type		&OUTLIFUC&
Truck In Name	30	&TRINNAC&
Truck In License Plate	30	&TRILICEC&



RTF Insert Fields

Name	Length	Insert Field
Truck In License Expiry Date		&TRILIEXC&
Truck In Fuel Cost Per Unit		&TRIFUELN&
Truck In Fuel Type	50	&TRITYPEC&
Truck In List		&TRINLIC&
Truck In List With Fuel Type		&INLIFUC&