

Adding Logos to Guest-Facing Materials

Adding Logos:

Confirmation Emails & Stationery in StayNTouch Cloud PMS

Standard Confirmation Email

B E A U
M O N T



Confirmation Number: 106446

September 09, 2016

Arrival Date:	SEP 09 2016	Average Daily Rate:	€60.00
Departure Date:	SEP 10 2016	Total Stay Cost:	€60.00
Room type:	00_s	Amount Paid:	€61.80
		Amount Due:	€-1.80

KRISTINE KEERS

Suite 500 | Bethesda, Maryland, United States

Dear Guest,

Dear Resident,

We would hereby like to confirm your booking. And now that you've booked a Zoku, you can look forward to going Zoku – complete with fluffy bed and superfast Wi-Fi.



Get the App

Don't forget to download the Zoku app for seamless on- and off-line integration during your stay. It can be used as your room key, to check in or out, to connect with other residents, to get rooted and savvy with the local scene, to order extra services – plus many more features that will help you get the most out of your stay!



Grand Hotel Bethesda

8120 Woodmont Ave, Bethesda, Maryland, 20814

456456

nidhin@stayntouch.com

Directions:



updatedTake a left a right a left a right etc etc etc and then take a right to the left to see the house in yellow

[Hier bitte klicken!](#)



Deposit Rules:

Reservation Deposit Request Policy

Confirmation Email:
Hotel Logo

B E A U
M O N T

Actual image selected
for logo (300 x 152 px).



Confirmation Number: 106448

September 09, 2016

Arrival Date:	SEP 09 2016	Average Daily Rate:	€1.00
Departure Date:	SEP 10 2016	Total Stay Cost:	€1.00
Room type:	PCSUITE	Amount Paid:	€1.03
		Amount Due:	€-0.03

KRISTINE KEERS2

Bethesda, MD

Dear Guest,

Dear Resident,

We would hereby like to confirm your booking. And now that you look forward to going Zoku – complete with fluffy bed and superfa

Excited yet?

Between work and sleep, you can also choose to step out of your door to make friends with some of your 133 neighbors in our various social spaces. In addition, our friendly neighborhood Sidekicks will help you get locally grounded within hours – so just recycle your tourist guidebook now. You certainly don't have to get stressed out about worrying whether you'll get bored. We've got it covered. Our vast array of social events and inspirational get-togethers will have you de-friending homesickness and dreaming up fresh ideas in no time – so do check out our Events Page.

This image doesn't fit.
Note the black background/border.

Confirmation Email: Hotel Image



Actual image selected
for logo (500 x 116 px).

BEAUMONT

Confirmation Number: 106446

September 09, 2016

Arrival Date:	SEP 09 2016	Average Daily Rate:	€60.00
Departure Date:	SEP 10 2016	Total Stay Cost:	€60.00
Room type:	00_s	Amount Paid:	€61.80
		Amount Due:	€-1.80

KRISTINE KEERS
Suite 500 | Bethesda, Maryland, United States

Dear Guest,

Dear Resident,

We would hereby like to confirm your booking. And now that we can, we look forward to going Zoku – complete with fluffy bed and super fast internet.

Excited yet?

Between work and sleep, you can also choose to step out of your door to make friends with some of your 133 neighbors in our various social spaces. In addition, our friendly neighborhood Sidekicks will help you get locally grounded within hours – so just recycle your tourist guidebook now. You certainly don't have to get stressed out about worrying whether you'll get bored. We've got it covered. Our vast array of social events and inspirational get-togethers will have you de-friending homesickness and dreaming up fresh ideas in no time – so do check out our Events Page.

On your day of arrival, your new place will be ready for check-in from 15.00 (3pm). You can pre-register that day via our pre-registration e-mail, to know exactly when your room is done (it might be done earlier!). When you arrive all you have to do is to pick up your key. We would also love to welcome you personally and give you the full low-down on both Zoku and Amsterdam. Just give any of us Sidekicks a little nudge when you arrive to get to all you need (including keys).

This image doesn't fit.
Note the black
background.

Confirmation Email: Hotel Image

- Guess what? Both of the images in the confirmation email need to have matching width x height (the need to be exactly the SAME) or else the black background pops up.
- The pixel size is not that different between the images below, and already the black background has become noticeable.
- Of course, it's completely up to the hotel if they have a problem with the background showing.

Note the black background that's barely visible around the hotel's image.

300 x 200



316 x 200

Confirmation Email: Hotel Image

- Another example of how different logo sizes look paired together.



200 x 58

316 x 200

Ideal Settings

Hotel Details

Recommended:

- 316 (w) x 152 (h)
- PNG

HOTEL LOGO IMAGE FOR ROVER (316X70PX 9:2 RATIO)

Choose File....

CHOOSE FILE



HOTEL LOGO IMAGE FOR TEMPLATES (500X115PX)

Choose File....

CHOOSE FILE



Recommended:

- 500 (w) x 115 (h)
 - (Long, thin banner)
- 500 (w) x 350 (h)
 - (More square)
- PNG

Ideal Settings

Stationery

Map Recommended Size:

- 300 (w) x 144 (h)
- PNG

LOCATION IMAGE

Choose File....

CHOOSE FILE



Grand Hotel Bethesda

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456456

nidhin@stayntouch.com

Directions:



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[Hier bitte klicken!](#)

Deposit Rules:

Reservation Deposit Request Policy

Ideal Settings

Stationery

Stationery

← BACK

Customize Confirmation Communications


☒ Show Hotel Picture

HOTEL PICTURE

Choose File....

CHOOSE FILE

✕



Hotel Image
Recommended:

- 316 (w) x 152 (h)
- PNG

Ideal Settings

Email Confirmation



Example:

- 316 (W) X 152 (H)



Confirmation Number: 106448

September 09, 2016

Arrival Date:	SEP 09 2016	Average Daily Rate:	€1.00
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Room type:	PCSUITE	Amount Paid:	€1.03
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KRISTINE KEERS2
Bethesda, MD

Dear Guest,

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Excited yet?

Ideal Settings

Invoice Template

Example:

- Make sure **Use Hotel Logo Image for Template** is selected on **Stationery**.
- Choose file on the **Hotel Details** page.

Customize *Guest Bill*

DEFAULT GUEST BILL

Summary by Charge Code

DEFAULT ACCOUNT BILL

Summary by Room

GUEST BILL EMAIL SUBJECT

INVOICE: %{hotel_name} / %{confirmation_number}

GUEST BILL EMAIL BODY

GUEST BILL EMAIL BODY

COMPANY / TA BILL SUBJECT

INVOICE: %{hotel_name} / %{confirmation_number}

COMPANY / TA BILL EMAIL BODY

Demo COMPANY / TA BILL EMAIL BODY

HOTEL LOGO


Use Hotel Logo Image for Template

HOTEL LOGO IMAGE FOR TEMPLATES (500X115PX)

Choose File....

CHOOSE FILE

×



Ideal Settings

Invoice Template



Example:

- 500 (W) X 115 (H)



Grand Hotel Bethesda

Invoice

Keers2 Kristine
Bethesda, MD

Invoice Date: 09/09/2016

Invoice No.: GHL5156

Arrival Date: 09/09/2016
Departure Date: 10/09/2016

Room No.:
Confirmation No.: 106448
Tax No.:

Ideal Settings

Invoice Template



Example:

- 500 (W) X 350 (H)



Grand Hotel Bethesda

Invoice

Keers2 Kristine
Bethesda, MD

Invoice Date: 09/09/2016

Invoice No.: GHL5156

Arrival Date: 09/09/2016
Departure Date: 10/09/2016

Room No.:
Confirmation No.: 106448
Tax No.:

Backgrounds

Only use logo/images with transparent backgrounds.

Images with colored backgrounds (like the black logo to the right) will result in unnecessary borders around logos on other screens.

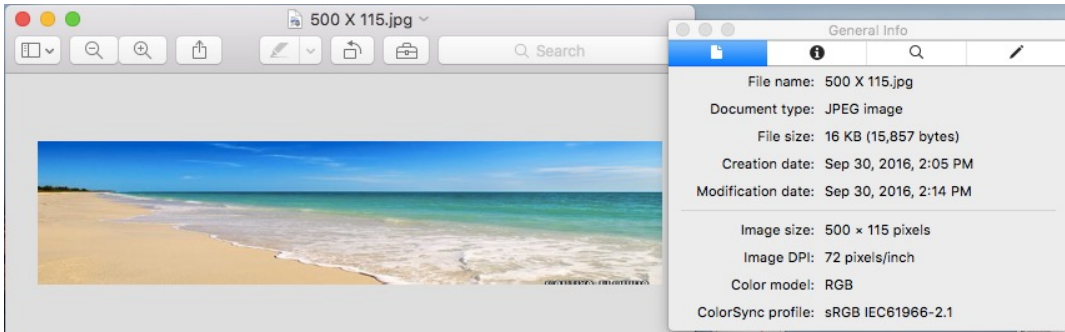

**Conscious
Hotels**




**Conscious
Hotels**



Check Image Size

MAC	PC
<p>To find out the file size and dimensions of an image that is stored on your computer:</p> <ol style="list-style-type: none">1. Double click to open the image in Preview.2. Choose Tools.3. Click the Show Inspector tab.4. Check the Image Size: 	<p>To find out the file size and dimensions of an image that is stored on your computer:</p> <ol style="list-style-type: none">1. Open the file where the image is saved.2. Place your cursor over the image icon, and right-click if you are using a PC.3. Choose Properties.4. Click the Details tab.5. Scroll down to the:<ul style="list-style-type: none">•Image section - To view the image dimensions.•File section - To view the image file size. <p><i>*I don't have a PC. Sorry no image!</i></p>

Read a more comprehensive guide [here](#).