## Print a letter for a contact s

You can print a letter for one contact or create a letter broadcast to print one for a group of contacts. Infusionsoft will create a letter in Microsoft Word with the merge fields already filled in. You just need to print the letter and (if needed) the mailing labels.

## Print a Letter For One Contact

1. While on the contact record, click the contact action drop-down and select **Print a** Letter.

ner Tags	04/2	9/2013		
			Select an action	-
Monday, April	29, 2013 1:46 Orders	PM   Last	Select an action Up Add a Company for this Contact Display Info As Text Export to Microsoft Office Apply Actions Send an Email	
			Print A Letter Print A Label Send A Fax	

2. Select a letter template from the drop-down. These templates are created and stored in the template library

Merge A L	Merge A Letter						
Choose A	Merge Letter						
System Templates:	Please select one	•	Process				
Templates	Please select one						
	Sample Letter						
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3. Click on the Process button to open the document in Microsoft Word

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Choose A N System Templates:	lerge Letter Sample Letter	Process	vi

## Batch Print a Letter for a Group of Contacts

- 1. Go to **Marketing > Emails & Broadcasts** in the main menu.
- 2. Click on the Letter option

Other Broadcasts Fax Voice Broadcast	Etter Foolliment List		Queued Fulfillment List	
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3. Select the contacts

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Saved search	-		
New search			
Quick add a new contact			
Import a list of contacts			

- **Saved Search**: Select a list of contacts from the drop-down. If you frequently broadcast to a specific list of people, you should create a saved search for that list.
- **New Search**: Click on the new search link to create a new list of people. This list is temporary, it is not going to be a saved search.
- **Quick add a new contact:** Add a new person if you find someone missing from the saved search or new search lists.
- **Import a list of contacts**: Import a new list if the people you need are not already in Infusionsoft.
- 4. Click on the **Next** button
- 5. Create a new letter or click on the **Pick an Existing Letter** link to select a template from your template library. Click on the **Use This** link to choose a template. Note: If you create a new letter, fill in the processing info before proceeding.

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Don't want to star	rt from scratch? <u>Pick an ex</u>	isting letter and	d modify it.		
		3			
Letter Info					
Merge Type	Contact	•	Merge		

6. Click **Send** to send the responsible user an email notification and create the letter job on the fulfillment widget on their user dashboard