**Email templates to Fabrication Lab inductees**

Note: address individually for Email 2 and 3 – don’t put email addresses in CC or BCC, send one email per person.

**EMAIL 1 – Successfully completed induction**

Hi XXX

We’re excited to let you know that your induction paperwork has been successfully processed and you are now able to book the [Laser Cutter.](http://sl-queensland-web.ungerboeck.com/book/)

For information about opening hours, equipment specs and consumable prices please visit [our website](http://edgeqld.org.au/resources/fabrication-lab/). For any other questions or concerns feel free to email our friendly [visitor services team](mailto:theedgevso@slq.qld.gov.au) by simply replying to this email.

Thank you for joining our inductions and we hope to see you in the Fabrication Lab soon!

Best regards,

**EMAIL 2 – if they have missed a signature**

Hi XXX

We’re preparing your information you gave us as you attended our Laser Cutter workshop on Monday night this week. We hope you thoroughly enjoyed these sessions. We just noticed there is a signature missing on one or other of the registration forms that were given out to you. You’re welcome to come back in your own time to complete these forms. This just entitles you to book an hour or two whilst using the laser cutter for your own projects –now that you’ve attended our induction.

If you join us at our foyer and coffee shop area, mention to one of our friendly staff (with the multi-coloured lanyards) they will happily assist you out. We’re open Tuesday through to Sunday; with alternating hours. Please check our website for details <http://edgeqld.org.au/contact/>

Thanks again for joining us for our workshops!

Best regards,

**EMAIL 3 – if they don’t have an Edge account**

Good afternoon xxxxxx,

We have noticed that you signed up and completed a \_\_\_\_\_\_\_\_\_\_ Induction; although to come back in your own time to use the Laser Cutter, we require you to create an online account with us.

You can create this at any time online by using the following link <http://sl-queensland-web.ungerboeck.com/book/sign-up-for-an-account/>

Come in and see us at the reception desk if you need any assistance creating your account!

We’re open Tuesday through to Sunday; with alternating hours. Please check our website for details <http://edgeqld.org.au/contact/>

See you when you’re planning to create something ore-inspiring!

Regards,