

Woocommerce Email templates



Emails sent to the customer

A note has been added to your order

Hi FIRST NAME,

The following note has been added to your order:

This is some customer note, just some dummy text nothing to see here

As a reminder, here are your order details:

PAYMENT INSTRUCTIONS

[Order #4026] (December 8, 2021)

Product	Quantity	Price
Fresh Orange Juice	1	\$18.00
Farm Fresh Eggs	1	\$34.00
Subtotal:		\$52.00
Payment method:		PAYMENT METHOD
Total:		\$52.00
Note:		ORDER NOTE

Billing address

FIRST NAME LAST NAME
COMPANY NAME
901 Summer Drive
Petersburg, FL 23803
+1 (123) 456-7890
email@address.domain

Thanks for reading.

Your Shop — Built with WooCommerce

Invoice for order #4026

Hi FIRST NAME,

Here are the details of your order placed on December 8, 2021:

PAYMENT INSTRUCTIONS

[Order #4026] (December 8, 2021)

Product	Quantity	Price
Fresh Orange Juice	1	\$18.00
Farm Fresh Eggs	1	\$34.00
Subtotal:		\$52.00
Payment method:		PAYMENT METHOD
Total:		\$52.00
Note:		ORDER NOTE

Billing address

FIRST NAME LAST NAME
COMPANY NAME
901 Summer Drive
Petersburg, FL 23803
+1 (123) 456-7890
email@address.domain

Thanks for using YOUR SHOP NAME!

Your Shop — Built with WooCommerce

Welcome to Your Shop

Hi digitalcandy,

Thanks for creating an account on Your Shop. Your username is **digitalcandy**. You can access your account area to view orders, change your password, and more at: http://organicshop.local/my-account/

We look forward to seeing you soon.

Your Shop — Built with WooCommerce

Thanks for shopping with us

Hi FIRST NAME,

We have finished processing your order.

PAYMENT INSTRUCTIONS

[Order #4026] (December 8, 2021)

Product	Quantity	Price
Fresh Orange Juice	1	\$18.00
Farm Fresh Eggs	1	\$34.00
Subtotal:		\$52.00
Payment method:		PAYMENT METHOD
Total:		\$52.00
Note:		ORDER NOTE

Billing address

FIRST NAME LAST NAME
COMPANY NAME
901 Summer Drive
Petersburg, FL 23803
+1 (123) 456-7890
email@address.domain

Thanks for shopping with us.

Your Shop — Built with WooCommerce

woocommerce-customer-email_order-completed

Thank you for your order

Hi FIRST NAME,

Thanks for your order. It's on-hold until we confirm that payment has been received. In the meantime, here's a reminder of what you ordered:

PAYMENT INSTRUCTIONS

[Order #4026] (December 8, 2021)

Product	Quantity	Price
Fresh Orange Juice	1	\$18.00
Farm Fresh Eggs	1	\$34.00
Subtotal:		\$52.00
Payment method:		PAYMENT METHOD
Total:		\$52.00
Note:		ORDER NOTE

Billing address

FIRST NAME LAST NAME
COMPANY NAME
901 Summer Drive
Petersburg, FL 23803
+1 (123) 456-7890
email@address.domain

We look forward to fulfilling your order soon.

Your Shop — Built with WooCommerce

Thank you for your order

Hi FIRST NAME,

Just to let you know — we've received your order #4026, and it is now being processed:

PAYMENT INSTRUCTIONS

[Order #4026] (December 8, 2021)

Product	Quantity	Price
Fresh Orange Juice	1	\$18.00
Farm Fresh Eggs	1	\$34.00
Subtotal:		\$52.00
Payment method:		PAYMENT METHOD
Total:		\$52.00
Note:		ORDER NOTE

Billing address

FIRST NAME LAST NAME
COMPANY NAME
901 Summer Drive
Petersburg, FL 23803
+1 (123) 456-7890
email@address.domain

Thanks for using YOUR SHOP NAME!

Your Shop — Built with WooCommerce

Password Reset Request

Hi,

Someone has requested a new password for the following account on Your Shop:

Username:

If you didn't make this request, just ignore this email. If you'd like to proceed:

Click here to reset your password

Thanks for reading.

Your Shop — Built with WooCommerce

Order Refunded: 4026

Hi FIRST NAME,

Your order on Your Shop has been refunded. There are more details below for your reference:

PAYMENT INSTRUCTIONS

[Order #4026] (December 8, 2021)

Product	Quantity	Price
Fresh Orange Juice	1	\$18.00
Farm Fresh Eggs	1	\$34.00
Subtotal:		\$52.00
Payment method:		PAYMENT METHOD
Total:		\$52.00
Note:		ORDER NOTE

Billing address

FIRST NAME LAST NAME COMPANY NAME 901 Summer Drive Petersburg, FL 23803 +1 (123) 456-7890 email@address.domain

We hope to see you again soon.

Your Shop — Built with WooCommerce



Emails sent to the website administrator

New Order: #4026

You've received the following order from FIRST NAME LAST NAME:

[Order #4026] (December 8, 2021)

Product	Quantity	Price
Fresh Orange Juice	1	\$18.00
Farm Fresh Eggs	1	\$34.00
Subtotal:		\$52.00
Payment method:		PAYMENT METHOD
Total:		\$52.00
Note:		ORDER NOTE

Billing address

FIRST NAME LAST NAME
COMPANY NAME
901 Summer Drive
Petersburg, FL 23803
+1 (123) 456-7890
email@address.domain

Congratulations on the sale.

Your Shop — Built with WooCommerce

Order Failed: #4026

Payment for order #4026 from FIRST NAME LAST NAME has failed. The order was as follows:

[Order #4026] (December 8, 2021)

Product	Quantity	Price
Fresh Orange Juice	1	\$18.00
Farm Fresh Eggs	1	\$34.00
Subtotal:		\$52.00
Payment method:		PAYMENT METHOD
Total:		\$52.00
Note:		ORDER NOTE

Billing address

FIRST NAME LAST NAME
COMPANY NAME
901 Summer Drive
Petersburg, FL 23803
+1 (123) 456-7890
email@address.domain

Hopefully they'll be back. Read more about troubleshooting failed payments.

Your Shop — Built with WooCommerce

Order Cancelled: #4026

Notification to let you know — order #4026 belonging to FIRST NAME LAST NAME has been cancelled:

[Order #4026] (December 8, 2021)

Product	Quantity	Price
Fresh Orange Juice	1	\$18.00
Farm Fresh Eggs	1	\$34.00
Subtotal:		\$52.00
Payment method:		PAYMENT METHOD
Total:		\$52.00
Note:		ORDER NOTE

Billing address

FIRST NAME LAST NAME
COMPANY NAME
901 Summer Drive
Petersburg, FL 23803
+1 (123) 456-7890
email@address.domain

Thanks for reading.

Your Shop — Built with WooCommerce