

STAFF MEMO:

RETAILER NOTIFICATION PROCESS UPDATE

DATE: 13th February, 2026

ATTENTION: All admin staff

As of Monday 16th April, 2026 there will be a new process for completing retailer notifications. This will simplify our current process, reduce manual handling, and ensure retailers receive consistent, reliable notifications of job booking dates.

HOW TO SEND RETAILER NOTIFICATIONS

- 1) Move a job from any calendar to "**Confirmed Bookings**" for the appropriate state
- 2) Append "**EM_**" at the start of the entry in the following format:
- 3) Change the date of the calendar entry to the confirmed booking date.

a. Your calendar entry should match the example below.

EM_ Tue 17/2 * CULT NSW * Cus Name * 0400
000 000 * 123 Fake St, Sydney * INVOICE
STORE \$TBC, 100000-01, INSTALL * 2xCHAIR
(I/S 8/1)

From 17/02/2026

To 17/02/2026

☒ All day

☐ Repeats

Reminders: 0 [Show](#)

Calendar

2 NSW > ** NSW Confirmed Bookings

✓ Save

Print

Delete

1 VIC > ** VIC Confirmed Bookings
2 NSW > ** NSW Confirmed Bookings
3 QLD > ** QLD Confirmed Bookings
4 WA > ** WA Confirmed Bookings

WHAT HAPPENS NEXT

If the retailer has been setup to receive notifications, they will receive the following email.



Booking Date Confirmation

This is an automatically generated email to confirm the following job has been booked for your customer.

Booking Date: Sat 26th December, 2026

Customer Name: Campbell Phillips

Contact # 0400 000 000

Address: 5B Janine St, Scoresby

Ref # 84205

****Please do not reply directly to this email****

Yours Truly,

the AN Automaton



If a retailer has not been set up to receive notifications, an email will be sent to bookings@assemblynow.com.au informing the team that the retailer has not been notified so that this can be followed up.

NOTES

- You do not need to complete this process for any jobs which do not require us to notify the retailer of their customers' booking date, or for private jobs.
- "One off" notifications for customers we do not regularly work with but have requested confirmations should be handled manually rather than using automated notifications.
- To add a new retailer to the automated notification system, or for any questions, please email campbell@assemblynow.com.au