



Physical Vouchers

How to use the template

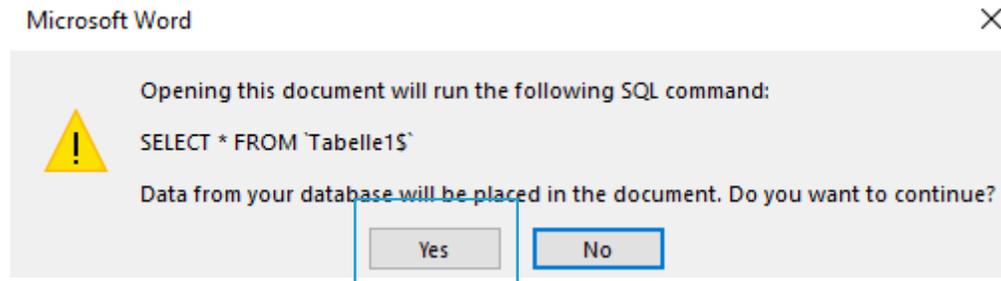
This document guides you step by step through our template to create individual printable vouchers from an excel sheet with the Word Mail Merger function

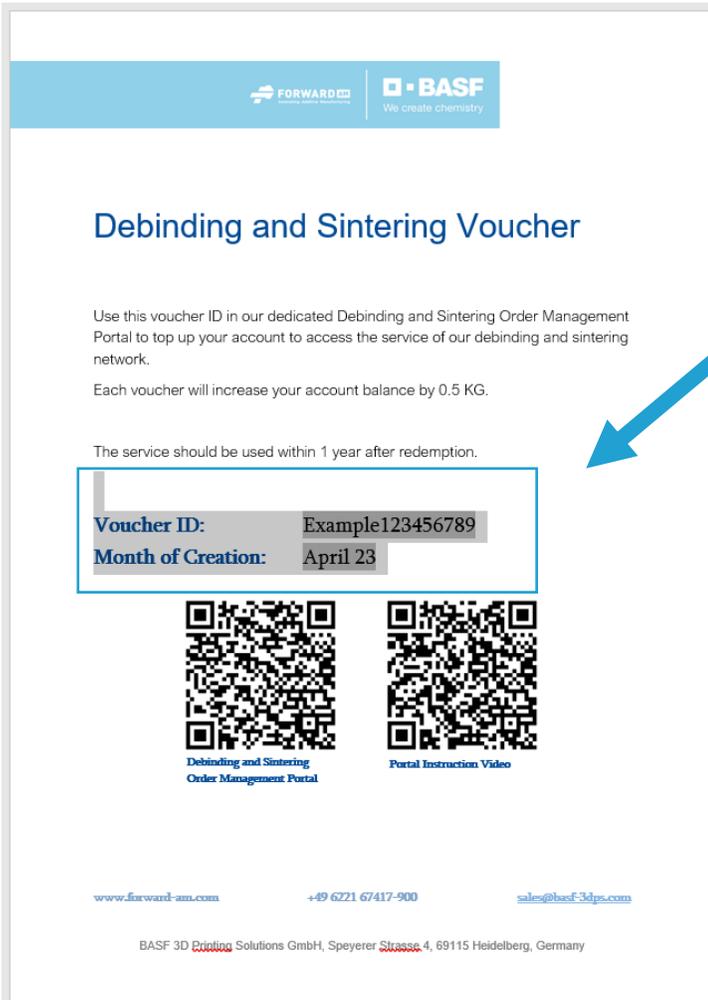
They layout and branding of the Word file can be adjusted according to your needs. Additional information can be added as desired

	A	B
1	Vouch ID	
2	Example123456789	
3	Example2	
4	Example3	
5	Example4	
6	Example5	
7	Example6	
8	Example7	
9	Example8	
10	Example9	
11	Example10	
12	Example11	
13	Example12	
14	Example13	
15	Example14	
16	Example15	
17	Example16	

Excel Sheet

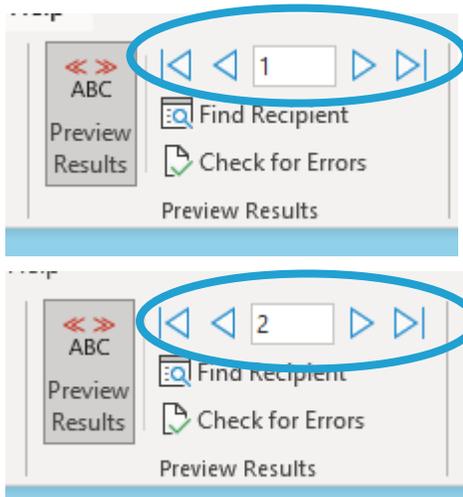
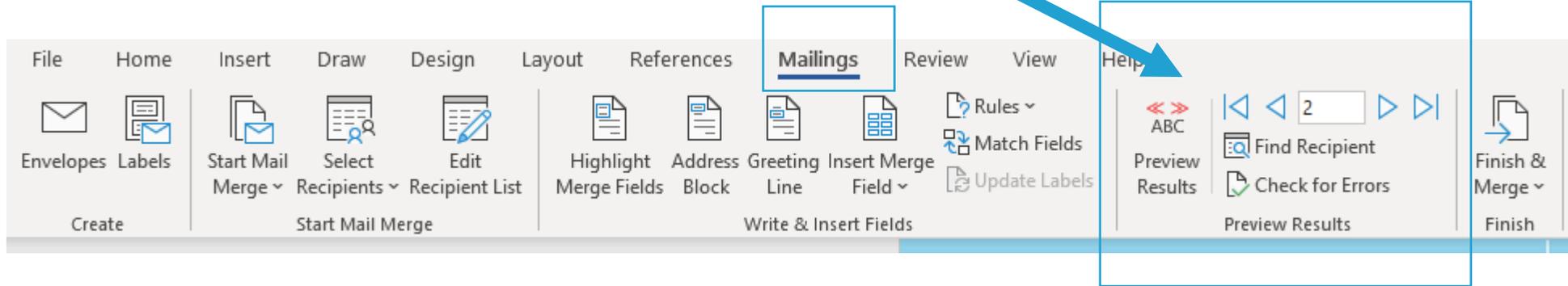
- Unzip the file downloaded file
 - ▶ excel file, word file and instructions
- Select the excel sheet “voucherID”
- Add the voucher IDs you want to print to have an analog and physical voucher for your business operation to sell to your customers
- Save the document without changing the name
- Open the word file “voucher design”
- Click “Yes” to load your voucher IDs from the excel sheet
- Select the voucherID excel sheet





- The voucher ID field is connected to the excel sheet “VoucherID” via the Word function “mail merger”
- The “Month of Creation” is automatically created (Month Year)
- The grey highlited areas are populated automitcally (see next steps)

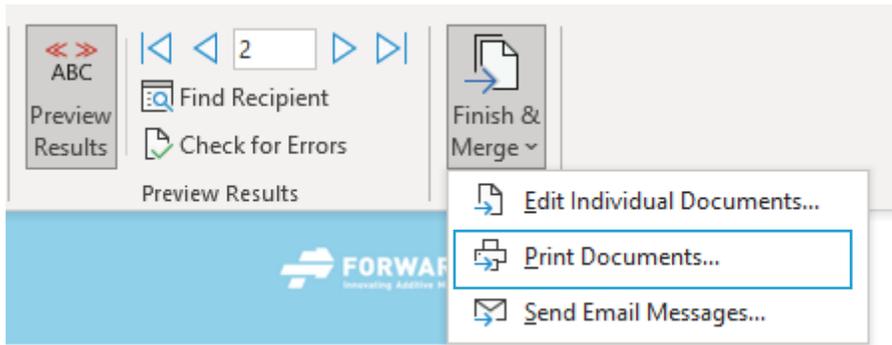
- Activate the preview to go over the finale vouchers



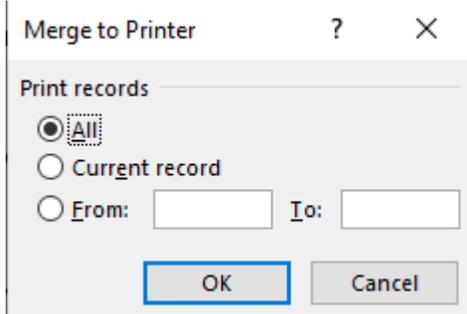
Voucher ID: Example123456789
Month of Creation: April 23

Voucher ID: Example2
Month of Creation: April 23

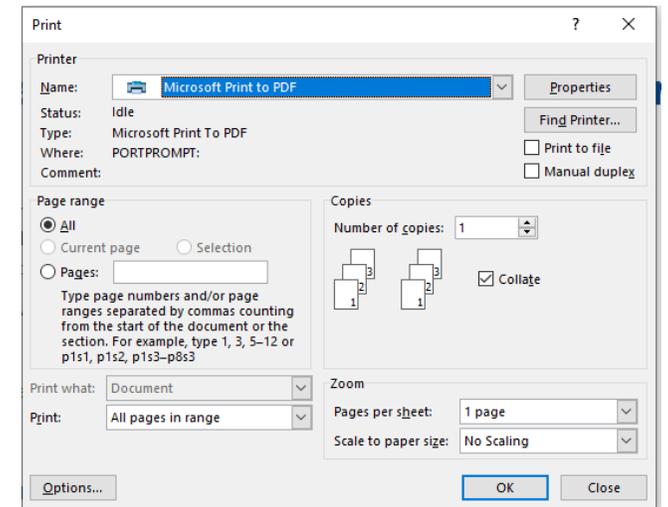
	A
1	Vouch ID
2	Example123456789
3	Example2
4	Example3
5	Example4
6	
7	



- Finalize your voucher list by using “Print Documents”



- Save the vouchers as PDF via the e.g. Microsoft PDF printer
- Now print the PDF or repeat the previous step with your 2D printer



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