

Tech Tip Tuesday—March 31, 2026

Put your online booking link on your confirmations

When you email your customer a confirmation, you can put a link to your Livery Coach web booking tool right at the bottom of the confirmation—no HTML or coding required.

Cancellation Policy

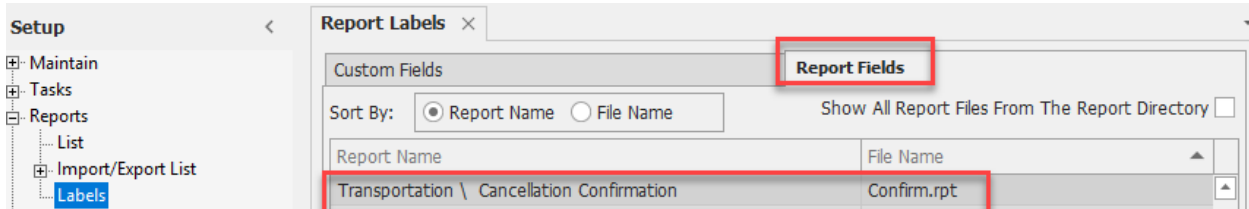
All prices are estimates and subject to change based on actual service time, stops, tolls, parking, taxes, fuel surcharges, and other applicable fees. Hourly services are billed garage-to-garage. International pricing may vary due to currency exchange.

Cancellations made after the applicable notice period may be charged up to the full fare. No-shows are billed at full cost. Vehicle-specific cancellation requirements apply and are based on scheduled pickup time.

[Need to make a change? Login to our booking tool by clicking here.](#)

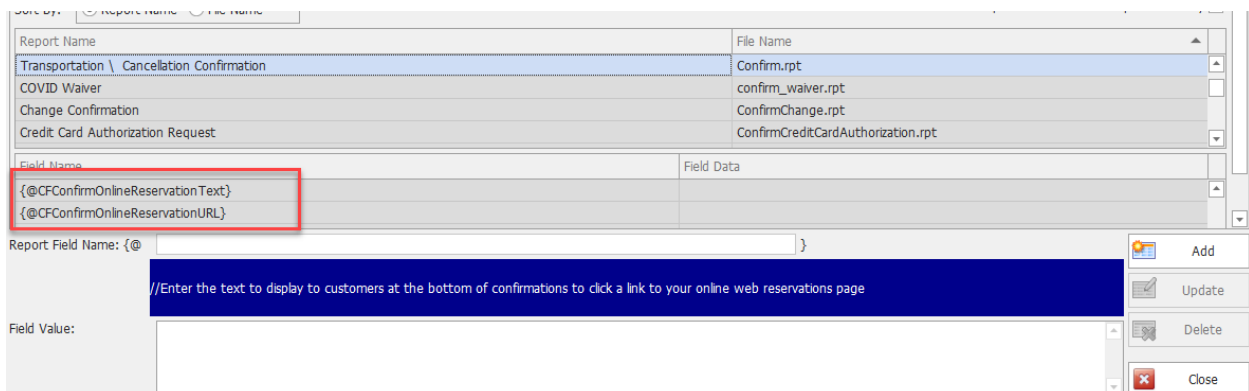
This is done by entering a couple of values in the appropriate CF fields for the report.

Navigate to **Setup->Reports->Labels** and select the **Report Fields** tab. From there, choose the **Report Name** *Transportation \ Cancellation Confirmation* (File Name: *confirm.rpt*).



In the bottom section, scroll down to these two fields:

- {@CFConfirmOnlineReservationText}
- {@CFConfirmOnlineReservationURL}



First, select the **Reservation Text** field. Enter the text you want to appear on the confirmation (this will be the clickable link), then click **Add**.

Next, select the **Reservation URL** field. Enter the full website address where the link should go, then click **Add**.

To make sure the click works properly, start the URL with **https://** and include the full address with no spaces. For example:

<https://book.liverycoach.com/liverycoachdev/>

Once this is set up, your confirmation emails will include a convenient clickable link so customers can log in, make changes, and manage their reservations—without needing to call in.

Cancellations made after the applicable notice period may be charged up to the full fare. No-shows are billed at full cost. Vehicle-specific cancellation requirements apply and are based on scheduled pickup time.

[Need to make a change? Login to our booking tool by clicking here.](#)

