The isodoc class
for letters, invoices, and more

Abstract
The isodoc class can be used for the preparation of letters, invoices, and, in the future, similar documents. Documents are set up with options, thus making the class easily adaptable to user's wishes and extensible for other document types.

Keywords
letter, invoice, key/value, NEN 1026

Introduction

This class is intended to be used for the preparation of letters and invoices. Its starting point was Victor Eijkhout's NTG `brief` class[1], which implements the NEN 1026 standard. The `brief` class does not provide facilities for invoices and it is not easily extensible.

The goal for the `isodoc` class is to be extensible and easy to use by providing *key=value* configuration. Furthermore, texts that need to be placed on prescribed positions on the page (there are many such texts) are positioned by using the `textpos` package.[2] This provides a very rugged construction of the page.

The class itself contains many general definitions, but variable data, such as opening, closing, address and many more, have to be defined using *key=value* definitions, either in the document or in a style file. The latter is indicated for definitions that don't vary on a per document basis, such as your company name, address, email address and so on. Thus if you run a company and are the secretary of a club, you would have style files for each of them, plus one for your private letters or invoices.[3]

The general setup for a source producing one or more letters is (see figures 1 –3 , page 94–95, for examples):

```
\documentclass{isodoc}
\usepackage{<somestyle>}
\setupdocument{<generaloptions>}
\begin{document}
\letter[<addressee_specific_options>]{<letter_content>}
... more \letter calls ...
\end{document}
```

Similarly, the general setup of a document producing one or more invoices is (figure 4 , page 98):

```
\documentclass{isodoc}
\usepackage{<somestyle>}
\setupdocument{<generaloptions>}
\begin{document}
\invoice[<addressee_specific_options>]{<invoice_content>}
```

```
... more \invoice calls ...
\end{document}
```

Options

As shown in the two examples in the previous section, there are three commands that can set options: `\setupdocument`, `\letter`, and `\invoice`. These commands will be further explained in the *Commands* section. `\setupdocument` is normally used to set options that are common to all letters of invoices in the document, like your company data; `\letter`, and `\invoice` set only those options that are different for each letter or invoice, like the `to` and `opening` options.

This section lists and explains all available options. All options can be used in both the style files and in the document source, although several will normally only be used in style files (such as `company`) and some only in the document source (such as `to` or `opening`).

Language
Currently five languages are defined. As I am not particularly strong in the translation of administrative terminology, please feel free to send me corrections. And if you don't find your own language here, please send me your translations and your language will be added. The keywords below set the language, English is used by default.

`dutch`	Set language to Dutch,
`english`	English,
`german`	German,
`american`	American,
`french`	or French.
`foreign`	Use this key if you send your letter to a foreign country. With it, your country will be added to return and logo addresses, your zip code will be prefixed with your country code, telephone numbers will be prefixed with +31– (or whatever your `areacode` option has been set to) instead of just a 0. In the `\accountdata` command, it causes IBAN en BIC code to be included.

Logo
Information about the sender is defined here. The logo, by default, consists of a large company name on top a rule, with a contact person's name (probably your own name) and address hanging under the rule.

`company = ...`	Your company name as it should appear in the logo (if you use the default logo) and in the return address (where it may get overridden by the `returnaddress` keyword.) For private documents, use your name or nickname here.
`who = ...`	Contact person's name; probably your own name.
`street = ...`	Street in the sender's address.
`city = ...`	City in the sender's address.
`zip = ...`	Zip in the sender's address.
`country = ...`	Country in the sender's address. Only used if `foreign` key was used.
`countrycode = ...`	Sender's country code. For The Netherlands: NL
`areacode = ...`	Sender's area code. For The Netherlands: 31

Address window
The addressee's address is printed in a window. The width of the window is two columns (70 mm), and its contents are vertically centered in it. There are no limits to the vertical size of the window, other than the physical size of the window in the envelopes you use. The vertical position of the window's center is set with the `addresscenter` keyword. Horizontally there are two options: left or right.

`leftaddress`	Places the window over columns 2 and 3; this is the default.
`rightaddress`	Places the window over columns 4 and 5.
`addresscenter = ...`	Distance in mm of the center of the window from the top of the paper; the default value is 63.5 mm, fitting for a DL envelope for triple folded A4 (110x220mm) with a window at 50 mm from the top, 30mm high.[4] Use `addresscenter` *after* `fold`, `fold2` or `fold3`, because the definition of the folding marks also puts the window positions at their corresponding defaults.
`to = ...`	The addressee's address. New lines can be introduced with the \\ command; lines longer than 70 mm will cause extra newlines.
`[no]return`	Do or don't print a return address on top of the addressee's address. This is useful if blank window envelopes are used. The return address is composed from the contents of the `company`, `street`, `zip`, `city`, and `country` keywords; it is printed in a bold script size sans serif font and is is separated from the addressee's address with a rule. The country will only be printed if the `foreign` keyword has been used.
`returnaddress = ...`	The return address, if it is composed as just described, may become too long to fit in the address window. Or you may want to define a completely different return address. With the `returnaddress` keyword you can redefine the return address. Use \\ to insert bullets.

Opening and Closing
A letter is started with an opening – something like 'Dear John', and ended with a closing – something like 'Regards,<newline>Betty', perhaps with an autograph (or white space) in between.

`opening = ...`	Dear John
`closing = ...`	Regards
`signature = ...`	Betty
`autograph = ...`	This keyword can have one of the 10 values 0–9: 0: no autograph; the `signature` appears right under the `closing`. 1: generates extra white space between `signature` and `closing` for a hand-written autograph. Change with the `closingskip` key. 2–9: inserts one of eight autograph images which, with the \autograph command, may have been defined in the style file.

`enclosures = ...` This keyword can be used to add a note, at the end of the document, which starts with **Enclosure:** followed by the value of the keyword. Multiple enclosures can be separated with \\ commands. If those are found, the starting text will be **Enclosures:**.

`closingskip = ...` white space between signature and closing, default: 2\baselineskip.

Headline fields

Under the address window, a headline is printed. The page is vertically divided in six columns, one each for the left and right margins, and four which, in the headline, say: *Your letter of*, *Your reference*, *Our reference*, and *Date*, each with their respective contents under them. If the `subject` keyword is used, an extra line starting with *Subject:* will appear, followed by the contents on the same line and over a width of 2.5 columns. If needed, extra lines will be used.

`yourletter = ...` first field in the headline: the date of the letter this document is reaction on; empty by default.

`yourref = ...` second field in the headline: addressee's reference of the letter this document is reaction on; empty by default.

`ourref = ...` third field in the headline: your own reference for this document.

`date = ...` fourth field of the headline; the default is 'Undefined date', i.e. the date of \today is not the default as this would make the date untraceable from the document source only. The argument of the `date` option must have the form yyyymmdd; it will be translated into a date like "May 3, 2006" if the document language is English, or into its translation in the actual language.

`subject = ...` subject of this document; is placed under the headline, over the width of the first, second and half of the third fields.

Footer fields

Footer fields are shown in the order in which they appear below; they are empty by default, and empty fields are not displayed.

`[no]footer` enables or disables printing a page footer; there is room for up to four fields, if you set five fields, the last one will appear in the right margin.

`phone = ...` if not empty, prints 'phone' in the first field of the footer, with the contents under it, prefixed with a 0 or, if the `foreign` option was used, the areacode (set with the `areacode` option.) Telephone numbers should thus be entered without a prefix.

`cellphone = ...` same for cellphone...

`fax = ...` fax...

`email = ...` email...

`website = ...` and website.

Folding marks
Folding marks can be useful, particularly if your address window is used to its limits. Correctly folding your letter then prevents parts of the address to become invisible because of the letter loosely filling the envelope.

`nofold`	Disable folding marks.
`fold2`	Folding mark at about halfway, set for tight fitting into a 220x162 mm envelope, with a tolerance of 2 mm at both sides.
`fold3`	Folding mark at about one third from the top, set for tight fitting into a 220x110 mm envelope, with a tolerance of 1.5 mm at both sides.
`fold = ...`	For non-standard envelopes and paper formats the position of the folding mark can be set at any position (in mm) from the top of the paper.

Payment data
In invoices you probably want to make clear where you want your debtor to transfer his money to. You can do so by calling the `\accountdata` command, which generates a little table containing these data. The contents of this table can be defined with the following keywords:

`accountno = ...`	Your bank account number.
`accountname = ...`	Your bank account's ascription; company name by default.
`iban = ...`	Your account's IBAN...
`bic = ...`	and BIC code; IBAN and BIC are only reported in invoices to foreign customers—see the `foreign` keyword.
`vatno = ...`	Your VAT reference number, not yet used.
`chamber = ...`	Your Chamber of Commerce subscription number, not yet used.

Accept data
These keys pertain to data needed for accept forms:

`acceptaccount = ...`	Payer's bank account number
`acceptaddress = ...`	Payer's address lines, separated with `\\`
`accepteuros = ...`	Euro part of the amount to be paid
`acceptcents = ...`	Cents part of the amount to be paid
`acceptdescription = ...`	Description to be quoted on the accept form
`acceptdesc = ...`	Short version of the description for the detachable strip of the form to be kept by the payer
`acceptreference = ...`	Reference

Miscellaneous
Normally, texts in letters are set ragged right. This can be changed with the following keywords:

`[no]fill`	Use the `fill` keyword to justify text both left and right; the default is `nofill`: left justification only.
`fontpackage = ...`	The default font is Latin Modern (`fontpackage = lmodern`), but with the `fontpackage` keyword you can select another package, like `txfonts` or `osf-txfonts`.

Commands

\showkeys

The \showkeys command can be useful for debugging. It prints a table showing the option keys described in the previous section, and their current values.

\setupdocument

Most of the setup, both in the style files and in the documents themselves, is done setting options in a call to the class-defined \setupdocument command. The options can be either a key/value pair, or just a key. Options with values and those without may occur in any order, with exception of the addresscenter option (see there.) Values need their surrounding {}'s only if they contain any comma's. The *Options* section explains the available options.

Most of the options have a corresponding command with the same name. Although not very often, it may sometimes be useful to have those commands available. These are the options with a corresponding command:

acceptaccount	areacode	email	returnaddress	yourref
acceptaddress	bic	enclosures	signature	zip
acceptcents	cellphone	fax	street	
acceptdesc	chamber	fontpackage	subject	
acceptdescription	city	iban	vatno	
accepteuros	closing	opening	website	
acceptreference	company	openingcomma	who	
accountname	country	ourref	addresscenter	
accountno	countrycode	phone	yourletter	

So you could write in your letter: "please send me the money on my bank account: \accountno\ as soon as possible."

\letter

The \letter command produces one letter and can be called multiple times. It has two arguments. The first argument is optional and must be a list of *key=value* pairs. The options set here are usually those that vary among different letters. The second argument contains the letter's content. This content will, depending on the options set, automatically be surrounded by an opening, a closing, an autograph, a signature and a remark about any enclosures. The first page of each letter will be decorated with a logo, the addressee's address, a return address, various reference fields, a footer, a folding mark—all as defined by *key=value* pairs in \setupdocument or in the \letter command itself.

The second an following pages will have a heading, quoting the name of the addressee and a page number. Examples of letters can be found in the section *Usage: letters*.

\invoice

The \invoice command is essentially the same as the \letter command, except that the opening is always "INVOICE", and the content (argument 2) is largely composed using the \itable, \iitem, \itotal, and \accountdata commands described hereafter. Closing, autograph, and signature are disabled.

In the Netherlands, invoices can be provided with an accept form on the lower third part of the page. If the accept option was used, this accept form will be filled with the available data, in the ocrb font where needed.

The following commands pertain to invoices:

\itable

The \itable command uses tabularx to create a two-column table. The first column of the table will have the header 'Description' (or its equivalent in the language selected), the header of the second column says 'Amount (€)'. The single argument of \itable should contain the contents of the table and is of the form:

```
item 1 & amount 1\NN
item 2 & amount 2\NN
...
item n & amount n \NN
\cmidrule[.05em]{2-2}
Total  & amount \NN
```

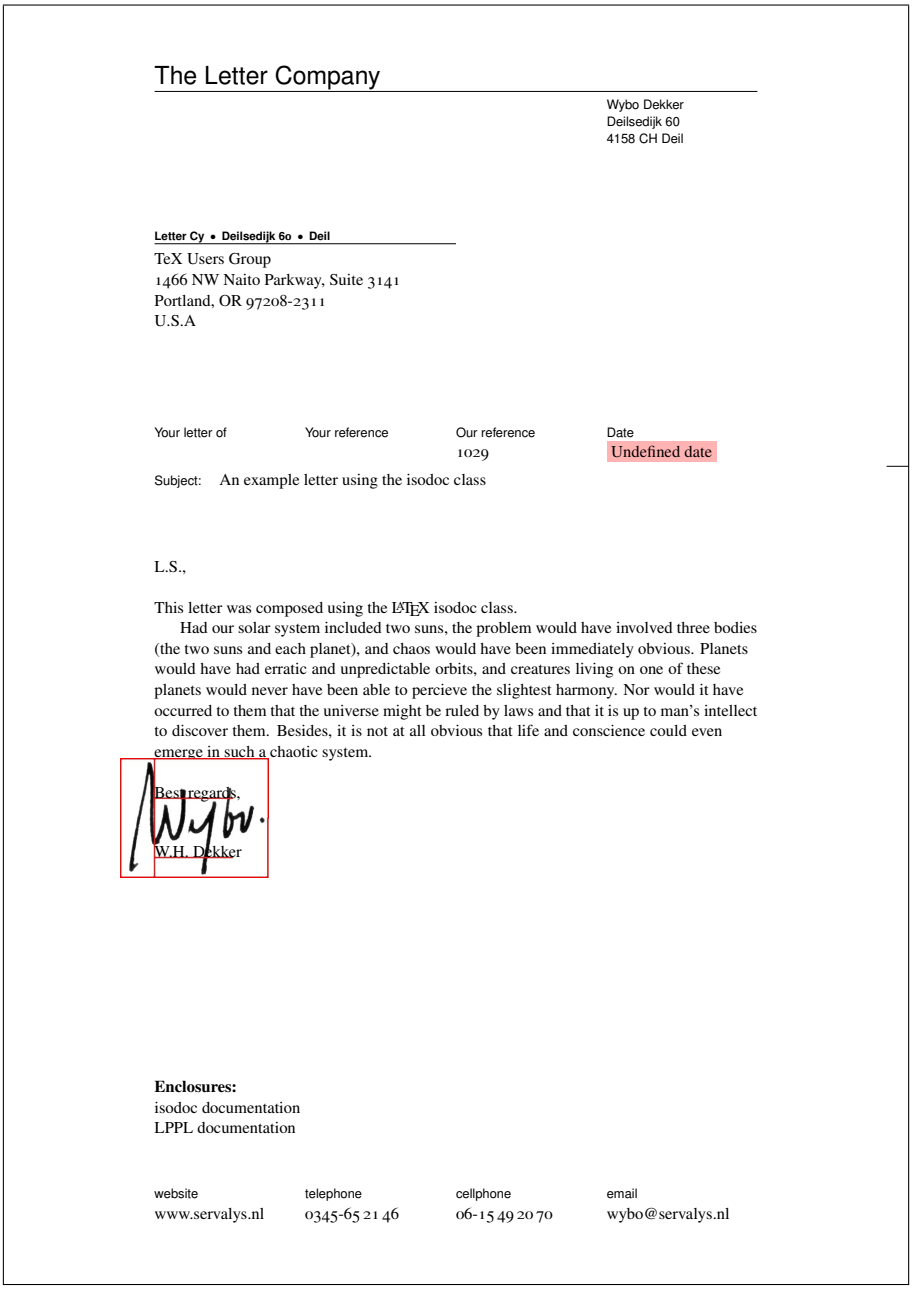


Figure 1. Minimal letter example

However, the next two commands may be used to enter these data more cleanly:

\iitem The \iitem{item}{amount} command (iitem stands for Invoice Item) is easier way to write "item & amount\NN".

\itotal The \itotal{amount} command (itotal stands for Invoice total) is equivalent to writing "\cmidrule[.05em]{2-2} Total & amount \NN", with the additional advantage that the word 'Total' will be replaced with its equivalent in the current language. Thus, the argument to the \itable command show above can also be written:

```
\iitem{item 1}{amount 1}
\iitem{item 2}{amount 2}
...
\iitem{item n}{amount n}
\total{amount}
```

\accountdata The \accountdata command prints a little table with accounting information the creditor needs for paying the invoice. It is constructed using the values of the options accountnumber, accountname, iban, and bic. The latter two are only included if the foreign option was used.

\autograph The \autograph command, which will normally appear in a style file, serves to define up to eight autographs based on PDF, JPEG or PNG images. One of these autographs will be drawn between the closing (*Best regards*) and the signature (*Betty*) if you use the autograph option with a value from 2 through 9. \autograph has 7 arguments:

arg 1: 2,3,...9: autograph number; will be translated internally to define \autographA, \autographB... \autographH
2: scaling factor for the image
3: distance the autograph outdents in the margin
4: vertical position of the baseline of the closing (*Regards,*) from the top
5: vertical position of the baseline of the signature (*John Letterwriter*) from the top
6: height of the image
7: the image (jpg, png, pdf...)

The arguments 3–6 must be dimensions, and for a given autograph image should be inferred by inspecting the image with an image manipulation program like, for example, the gimp. In the lower left corner of the gimp window, select the units of length, move the pointer to the positions where you want margin, closing, and signature and to the bottom of the image, read the x, y, y and y positions respectively and use those for the argument 3, 4, 5, and 6.

\logo The \logo command is internally used to define the default logo; you can redefine it with \renewcommand{\logo}{...}. An example of logo redefinition can be found on page 97.

Usage: letters

Usage of the class is best explained with an example. Here is the latex source for a small letter; its result appears in figure 1 :

```
\documentclass[11pt]{isodoc}
\usepackage{mystyle}
\setupdocument{
       to  = {TeX Users Group\\
              1466 NW Naito Parkway, Suite 3141\\
              Portland, OR 97208-2311\\
```

```
              U.S.A
             },
    ourref  = 1029,
 enclosures = isodoc documentation\\LPPL documentation,
   subject  = An example letter using the isodoc class,
 autograph  = 2,
}

\begin{document}
\letter{This letter was composed using the \LaTeX{} isodoc class.
  \par\input{thuan}
}
\end{document}
```

This source essentially shows three items:

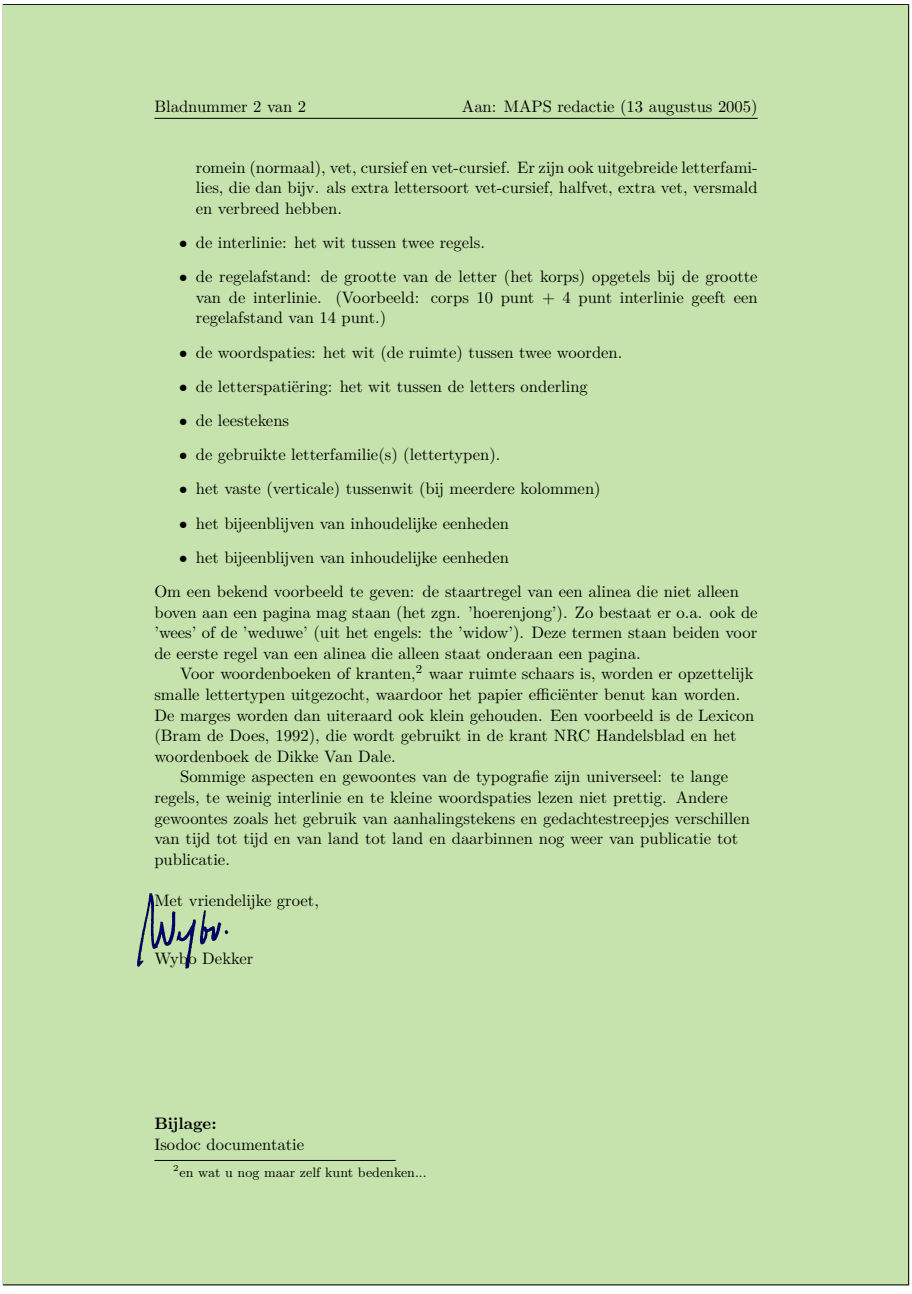
- the inclusion of a package `mystyle`; we'll come to that shortly.
- the command `\setupdocument` called with many *key=value* arguments, each defining one of the texts that go into the letter.
- the command `\letter`, enclosing the body of the letter; just to give the letter some real body, a small text has been included using `\input`.

Of course this is not all of the information needed to create a letter. For example, there should be a logo, telling the addressee who I am and there should be contact information such as my address, telephone number and so on. This is where the included `mystyle` package plays its part. Here is an example of such a style file:

```
\NeedsTeXFormat{LaTeX2e}[1999/12/01]
\ProvidesPackage{mystyle}
  [2006/04/04 v1.0 Letter Company style file for isodoc]

\setupdocument{return,footer,fold3,
  fontpackage     = osf-txfonts,
  autograph       = 0,
  company         = The Letter Company,
  returnaddress   = Letter Cy\\Deilsedijk 60\\Deil,
  who             = Wybo Dekker,
  street          = Deilsedijk 60,
  city            = Deil,
  zip             = 4158 CH,
  country         = The Netherlands,
  countrycode     = NL,
  areacode        = 31,
  phone           = {345-65\,21\,46},
  cellphone       = {6-15\,49\,20\,70},
  fax             = {},
  website         = www.servalys.nl,
  email           = wybo@servalys.nl,
  accountno       = {3040\,46221},
  iban            = nl61pstb0006238747,
  bic             = pstbnl21,
  vatno           = 28750482B01,
  chamber         = 11023220,
  opening         = L.S.,
  closing         = Best regards,
  signature       = W.H.~Dekker
}
\graphicspath{{./graphics/}}
\autograph{2}{.30}{75bp}{87bp}{216bp}{261bp}{signw_marked}
\endinput
```

Figure 2. Long letter example with a non-standard logo, page 1



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romein (normaal), vet, cursief en vet-cursief. Er zijn ook uitgebreide letterfamilies, die dan bijv. als extra lettersoort vet-cursief, halfvet, extra vet, versmald en verbreed hebben.

- de interlinie: het wit tussen twee regels.
- de regelafstand: de grootte van de letter (het korps) opgetels bij de grootte van de interlinie. (Voorbeeld: corps 10 punt + 4 punt interlinie geeft een regelafstand van 14 punt.)
- de woordspaties: het wit (de ruimte) tussen twee woorden.
- de letterspatiëring: het wit tussen de letters onderling
- de leestekens
- de gebruikte letterfamilie(s) (lettertypen).
- het vaste (verticale) tussenwit (bij meerdere kolommen)
- het bijeenblijven van inhoudelijke eenheden
- het bijeenblijven van inhoudelijke eenheden

Om een bekend voorbeeld te geven: de staartregel van een alinea die niet alleen boven aan een pagina mag staan (het zgn. 'hoerenjong'). Zo bestaat er o.a. ook de 'wees' of de 'weduwe' (uit het engels: the 'widow'). Deze termen staan beiden voor de eerste regel van een alinea die alleen staat onderaan een pagina.

Voor woordenboeken of kranten,[2] waar ruimte schaars is, worden er opzettelijk smalle lettertypen uitgezocht, waardoor het papier efficiënter benut kan worden. De marges worden dan uiteraard ook klein gehouden. Een voorbeeld is de Lexicon (Bram de Does, 1992), die wordt gebruikt in de krant NRC Handelsblad en het woordenboek de Dikke Van Dale.

Sommige aspecten en gewoontes van de typografie zijn universeel: te lange regels, te weinig interlinie en te kleine woordspaties lezen niet prettig. Andere gewoontes zoals het gebruik van aanhalingstekens en gedachtestreepjes verschillen van tijd tot tijd en van land tot land en daarbinnen nog weer van publicatie tot publicatie.

Met vriendelijke groet,

Wybo Dekker

Bijlage:
Isodoc documentatie

[2] en wat u nog maar zelf kunt bedenken...

Figure 3. Long letter example with a non-standard logo, page 2

So in the style file, too, \setupdocument is used to register information that will common to almost all of my letters. The \autograph command sets up an autograph, based on an image file. Apart from the code shown here, a style file can contain definitions for more autographs, and a definition for a logo. Without the latter, a default logo is produced. Note also that I have included defaults for opening, closing, and signature in the style file, and that I did not override those in the letter's source.

The letter source example shown above, in combination with this style example, compiles to the letter shown in figure 1 . This example illustrates some aspects of isodoc:

- At the top, you see the default letterhead (logo). Create your own logo with \renewcommand{\logo}{...}.
- Under it is the address. It has a return address in script sized sans serif boldface over it, because the return key has been used. A return address is useful if you send your letters in a standard window envelope. The positioning of the address is done in the style file, using the addresscenter and leftaddress or rightaddress keywords.
- The paper is vertically divided in six equally wide columns. The outer two columns are the left and right margins, the second to fifth columns contain header and footer fields.
- The "Your reference" and "Our reference" fields have not been set (with the yourref and ourref keys) and therefore stay empty by default, the date field has also not been set, but it should be. Therefore, the default value is "Undefined date", and a warning is issued by a pink background.
- A folding mark has been printed in the extreme right margin, such that on folding the paper along it, it will correctly fit in a 220 x 110 mm envelope; this has been achieved by using the fold3 key.
- In between closing (*Best regards,*) and signature (*W.H. Dekker*) an autograph has been placed. This was done by setting autograph=2. Alternative values are 0 (nothing between closing and signature), 1 for white space where an autograph can be placed with a pen after printing, or one of the values 2–9, which may have been associated with other autograph images. In this case, I have used an autograph image in which I have drawn the boundary box and the *outdent*, *closing*, and *signature* positions defined in the \autograph command (see the section *Commands*) with red lines.
- The bottom of the letter has (up to) four fields with contact information. This is useful if your logo does not show that information. If it does, you can omit these fields by using the nofooter key, or by not using the footer key, depending on the default set in the style file.

Let's try another illustrative example, see figures 2 and 3 (page 94): we use a modified style file, with a redefined logo, so we don't need a page footer; we use preprinted right-windowed envelopes, so a return address is not needed. Here is the style file (logostyle.sty):

```
\setupdocument{
  nofooter,fold2,autograph=1,dutch,
  company         = The Shiva Shakti Foundation,
  who             = Wybo Dekker,
  street          = Deilsedijk 60,
  city            = Deil,
  zip             = 4158 CH,
  country         = The Netherlands,
  countrycode     = IN,
  areacode        = 31,
  phone           = {345-65\,21\,46},
  cellphone       = {6-15\,49\,20\,70},
```

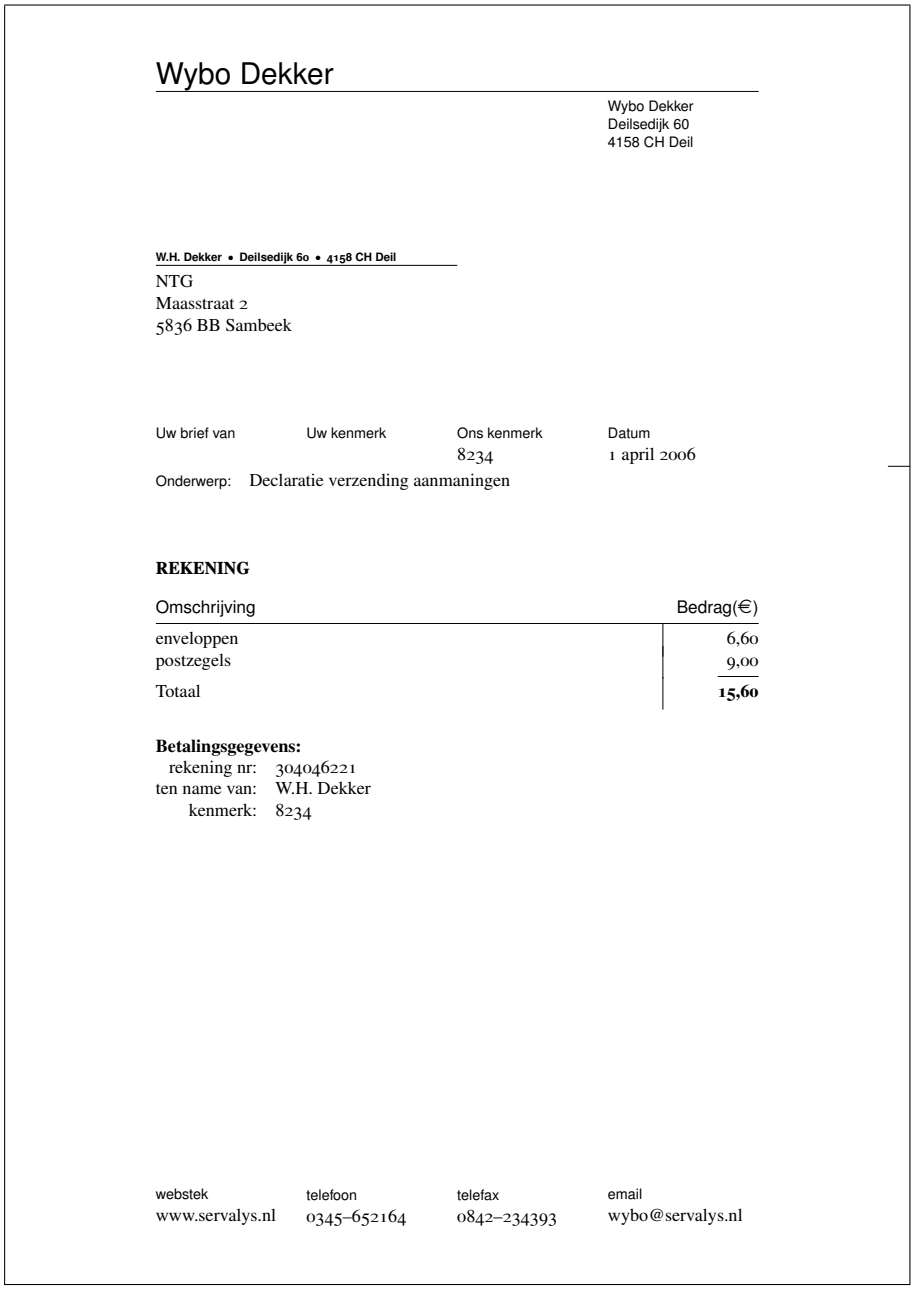
```
  fax             = {},
  website         = www.servalys.nl,
  email           = wybo@servalys.nl,
  accountno       = {3040\,46221},
  iban            = nl61pstb0006238747,
  bic             = pstbnl21,
  addresscenter   = 70,
  rightaddress
}
\autograph{2}{.20}{75bp}{47bp}{238bp}{261bp}{signblue}

\definecolor{shivablue}{rgb}{.14,.33,.43}
\definecolor{shivaback}{rgb}{.78,.89,.68}
\pdfmapfile{=chopinsc.map}
\newcommand{\chopinscript}{\fontfamily{chopinscript}\selectfont}
\DeclareFontFamily{T1}{chopinscript}{}
\DeclareFontShape{T1}{chopinscript}{m}{n}{ <-> chopinsc}{}
\graphicspath{{./graphics/}}

\renewcommand{\logo}{
  \pagecolor{shivaback}
  \begin{textblock}{105}(88,15)
    \begin{center}
      \chopinscript{%
        \Huge\noindent
        \textcolor{shivablue}{The Shiva Shakti Foundation}
      }\\[2ex]
      Main Building\quad 567\textsuperscript{th}
      floor\quad Room 123\quad Bangkok
    \end{center}
  \end{textblock}
  \begin{textblock}{2}(10,13)
    \includegraphics[scale=.3]{shiva_shakti.jpg}
  \end{textblock}
}
\endinput
```

The letter source does not use the autograph key, so the default value of 2 is used; we write it in Dutch and use a larger text, just to see what happens if more than one page is generated:

```
\documentclass[11pt,twoside]{isodoc}
\usepackage{logostyle}
\setupdocument{
    ourref = 1029,
yourletter = 12 mei,
   yourref = MAPS \#34,
      date = 20050813,
   closing = Met vriendelijke groet,
 signature = Wybo Dekker,
enclosures = Isodoc documentatie,
   subject = Voorbeeldbrief met de isodoc class,
 autograph = 2,
}
\newcommand{\letterbody}{%
  Dit is een voorbeeld van een brief gemaakt met de isodoc class.
  Het plaatje in het logo werd ontworpen door Pieter Weltevrede.
  De tekst bestaat uit wat bijelkaar geraapte
  teksten\footnote{opgevist uit een van de voorbeeld-teksten uit
  de \TeX-distributie} om een lange brief te krijgen.
```



Wybo Dekker

Wybo Dekker
Deilsedijk 60
4158 CH Deil

W.H. Dekker • Deilsedijk 60 • 4158 CH Deil

NTG
Maasstraat 2
5836 BB Sambeek

Uw brief van	Uw kenmerk	Ons kenmerk	Datum
		8234	1 april 2006

Onderwerp: Declaratie verzending aanmaningen

REKENING

Omschrijving	Bedrag(€)
enveloppen	6,60
postzegels	9,00
Totaal	**15,60**

Betalingsgegevens:
rekening nr: 304046221
ten name van: W.H. Dekker
kenmerk: 8234

webstek	telefoon	telefax	email
www.servalys.nl	0345–652164	0842–234393	wybo@servalys.nl

Figure 4. Invoice example

```
    \par\input{typo}
  }

  \begin{document}
  \letter[to = Wybo Dekker\\
               Deilsedijk 60\\
               4158 CH Deil,
               opening = Beste Wybo
         ]{\letterbody}
  \letter[to = MAPS redactie\\
               Spuiboulevard 269\\
               3311 GP Dordrecht,
               opening = Beste Taco
         ]{\letterbody}
  \end{document}
```

In this case, the same letter had to be sent to two different people, with different openings and addresses of course. So the letter's body is separately defined and the `\letter` command is called twice, with the same body, but different `to` and `opening` keys. Figures 2 and 3 show the first two pages (the first letter) of this document, which actually has four pages.

Usage: invoices

Invoices (can) have the same structure as letters, except that the `\opening` isn't "Dear Somebody" anymore, but something like "Invoice". And the `\closing` does not say "Best regards", but may provide payment information. And the body is not a simple text, but a table with descriptions of things to be paid, and the corresponding amounts of money.

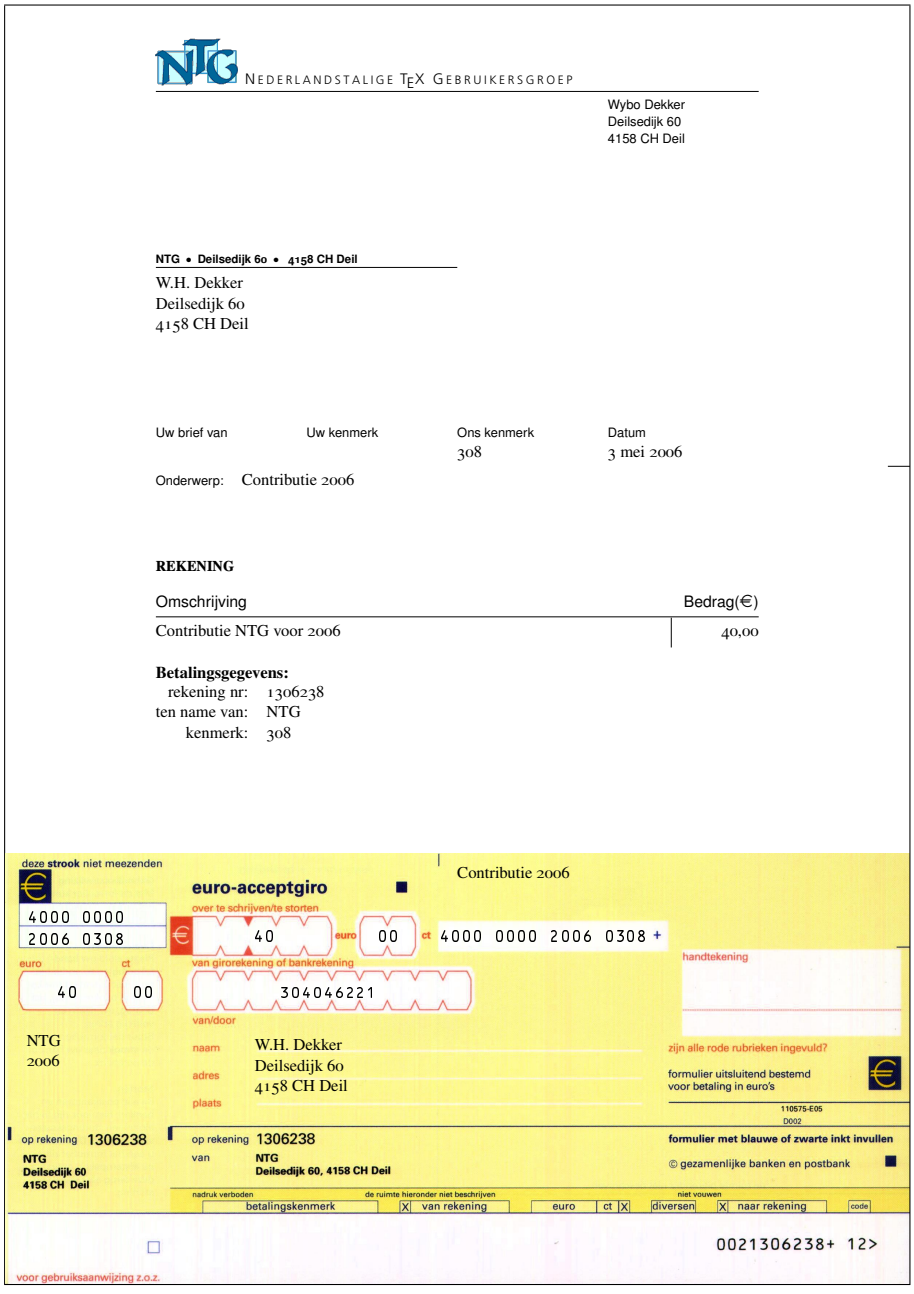
An example, as usual, is most instructive:

```
\documentclass[12pt]{isodoc}
\usepackage{isowybo}
\setupdocument{
  ourref=8234,
  date=20060401,
  subject=Declaratie verzending aanmaningen,
  to=NTG\\Maasstraat 2\\5836 BB Sambeek
}
\begin{document}
\invoice{%
  \itable{
    \iitem{enveloppen}{6,60}
    \iitem{postzegels}{9,00}
    \itotal{15,60}
  }
  \\[3ex]\accountdata
}
\end{document}
```

The result is shown in figure 4 .

When the `accept` option is used, the invoice will be created with an invoice form on the lower third part of the page. Here is an example:

```
\documentclass[11pt]{isodoc}
\usepackage{isontg}
\setupdocument{accept,
  acceptdesc=NTG\\2006,
  acceptdescription=Contributie 2006,
```



NTG • Nederlandstalige TEX Gebruikersgroep

Wybo Dekker
Deilsedijk 60
4158 CH Deil

NTG • Deilsedijk 60 • 4158 CH Deil

W.H. Dekker
Deilsedijk 60
4158 CH Deil

Uw brief van	Uw kenmerk	Ons kenmerk	Datum
		308	3 mei 2006

Onderwerp: Contributie 2006

REKENING

Omschrijving	Bedrag(€)
Contributie NTG voor 2006	40,00

Betalingsgegevens:
rekening nr: 1306238
ten name van: NTG
kenmerk: 308

deze **strook** niet meezenden

euro-acceptgiro

Contributie 2006

4000 0000
2006 0308

over te schrijven/te storten

40 euro 00 ct 4000 0000 2006 0308 +

van girorekening of bankrekening

304046221

handtekening

euro 40 ct 00

van/door

NTG
2006

naam W.H. Dekker
adres Deilsedijk 60
plaats 4158 CH Deil

zijn alle rode rubrieken ingevuld?

formulier uitsluitend bestemd voor betaling in euro's

110575-E05
D002

op rekening 1306238
NTG
Deilsedijk 60
4158 CH Deil

op rekening 1306238
van NTG
Deilsedijk 60, 4158 CH Deil

formulier met blauwe of zwarte inkt invullen

© gezamenlijke banken en postbank

nadruk verboden | de ruimte hieronder niet beschrijven | niet vouwen

betalingskenmerk | X | van rekening | euro | ct | X | diversen | X | naar rekening | code

0021306238+ 12>

voor gebruiksaanwijzing z.o.z.

Figure 5. Invoice example with accept form

```
    acceptreference=4000 0000 2006 0308,
    date=20060503,
    subject=Contributie 2006,
    nofooter
  }
  \begin{document}
  \invoice[
    to=W.H. Dekker\\Deilsedijk 60\\4158 CH Deil,
    acceptaccount=304046221,
    accepteuros=40,
    acceptcents=00,
    ourref=308,
  ]{\itable{\iitem{Contributie NTG voor 2006}{40,00}}\\[3ex]
    \accountdata
    \begin{textblock}{210}(0,197)
      \noindent\includegraphics[width=210mm]{acceptform.jpg}
    \end{textblock}
  }
  \end{document}
```

Normally such invoices are printed on preprinted paper with an easily detachable, perforated form. In this example, the form itself has been printed, too. The `graphicx` and `textpos` packages have already been made available by the `isodoc` class. Figure 5 shows the output of this example.

Notes

1. CTAN: ntgclass/briefdoc.pdf
2. CTAN: textpos/textpos.pdf
3. If you archive your documents in their source form only, it may be wise to work without a style file and set all options in the document itself!
4. The middle of the window is at 50+30/2=65 mm from the top of the envelope; the paper is folded (see the folding options below) to give the folded paper a tolerance of 1.5mm on both sides in the envelope, so the address should be placed 1.5 mm higher at 65-1.5=63.5 mm.

Wybo Dekker
`wybo (at) servalys (dot) nl`