

The **isodoc** class*

for letters, invoices, and more

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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, NEN1026

Contents

1	Introduction	1
2	Options	2
3	Commands	7
4	Usage: letters	9
4.1	A simple letter	9
4.2	Multiple letters, redefined logo	14
5	Usage: invoices	17
5.1	A simple invoice	17
5.2	Invoice with redefined logo	17
6	Implementation	19
6.1	The options and their defaults	20
6.1.1	General options	20
6.1.2	Logo	20

*This document corresponds to isodoc v0.8, dated 2010/01/16.

6.1.3	Address window	21
6.1.4	Header	22
6.1.5	Footer	22
6.1.6	Folding mark	22
6.1.7	Header fields	23
6.1.8	Closing, autograph, signature	23
6.1.9	Invoice specific data	24
6.2	User Macros	25
6.2.1	Logo	26
6.3	Internal Macros	31

1 Introduction

This class is intended to be used for the preparation of letters and invoices. Its starting point was Victor Eijkhout's NTG **brief** class¹, 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 robust 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 also 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 of a document producing one or more letters is (see figures 1–3, page 12–13, 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 16):

```

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

```

¹CTAN: ntgclass/briefdoc.pdf

²CTAN: textpos/textpos.pdf

³If 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!

2 Options

Options are given as key=value pairs, separated by comma's. Extra comma's, including one behind the last pair, don't hurt. An option argument should be enclosed in braces if it contains comma's or equals signs.

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 or invoices in the document, like your company data; the optional arguments of `\letter` and `\invoice` set only those options that are different for each letter or invoice, such as 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

The options described here relate to the language used for the isodoc interface (headings, footings, date, banking data and so on.) This language is independent of the language you set with the `babel` or `polyglossia` packages. So, for example, you can write your document in english and use dutch for the interface. Also, use of `babel` or `polyglossia` is not required.

Currently only a few interface 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 options below set the language, UKenglish is used by default. Preferably, the `language` option should be used; the other options are there for compatibility with earlier versions.

<code>language = ...</code>	sets the interface language to any language defined by the class. Currently these are: UKenglish, USenglish, french, german, dutch, italian, spanish, catalan, norsk, serbian
<code>dutch</code>	a synonym for <code>language = dutch</code> ,
<code>english</code>	a synonym for <code>language = UKenglish</code> ,
<code>german</code>	a synonym for <code>language = german</code> ,
<code>american</code>	a synonym for <code>language = USenglish</code> ,
<code>french</code>	a synonym for <code>language = french</code> .

Logo

Information about the sender is defined here. The logo, by default, consists of a large company name on top a rule with, hanging under the rule, a contact person's data. You can define the latter either explicitly with the `logoaddress` option, or let it automatically be created from the contents of the options `who`, `street`, `prezip`, `zip`, `city`, `country`, and `foreign`, as far as you have defined those. Definition in parts can be useful if you need them elsewhere in your document.

<code>company = ...</code>	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 <code>returnaddress</code> keyword.) For private documents, use your name or nickname here.
<code>logoaddress = ...</code>	Contact person's data; use <code>\\</code> commands for line breaks. If you don't define this option, the data will be constructed from the following options.
<code>who = ...</code>	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.
cityzip	Place zip <i>after</i> city, instead of before it (the default).
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
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, unless the localbank option is used.

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
addresswidth = ...	The address window's width. The default is 70 mm (2 columns).
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 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 re-define the return address. Use \ to insert bullets.

⁴The 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.

Header fields

Under the address window, a header is printed. The page is vertically divided in six columns, one each for the left and right margins, and four which, in the header, 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.

bodyshift = ...	The header starts 98mm from the top of the paper, but it can be shifted with the bodyshift option.
[no]header	The noheader option disables all header fields, the header option re-enables them (header is the default.)
yourletter = ...	first field in the header: the date of the letter this document is reaction on; empty by default.
yourref = ...	second field in the header: addressee's reference of the letter this document is reaction on; empty by default.
ourref = ...	third field in the header: your own reference for this document.
date = ...	fourth field of the header. The argument must have the form yyyymmdd or yyyy-mm-dd ; 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. The default value 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. However, you can force the use of \today by providing the string today for the argument.
forcedate = ...	The restrictions of the date option can be overridden by using the forcedate option instead; you can thus enter anything you like for the date.
subject = ...	subject of this document; is placed under the other fields, over the width of the first, second and half of the third fields.

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: <ul style="list-style-type: none">0: no autograph; the signature appears right under the closing. This is the default if the autograph option is not used (using it without a value is equivalent to autograph=2).1: generates extra whitespace 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. The default is `2\baselineskip`.

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 upto four fields, if you set five fields, the last one will appear in the right margin.

`phoneprefix` prefix for phone numbers. The default is '0'; will be changed into '+<areacode>-' if the **foreign** option is used.

`phone = ...` if not empty, prints 'phone' in the first field of the page 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.

`foldleft` The folding mark is printed in the left margin.

`foldright` The folding mark is printed in the right margin. This is the default.

`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:

`term = ...` Payment term in days; default is 30.

`currency = ...` Currency; default is euro.

`accountno = ...` Your bank account number.

`routingno = ...` Your bank's routing number. Will not be cited if undefined.

`accountname = ...` Your bank account's ascription. Will not be cited if undefined.

`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

[no]fill Use the **fill** keyword to justify text both left and right; the default is **nofill**: left justification only.

shift = ... The many textpositions in isodoc are defined in millimeters, but sometimes printers show an aberration in their horizontal or vertical printing position. You can correct for this with the **shift** = **x,y** option, where x and y (both 0 by default) shift the output to the right and down, respectively, in millimeters.

3 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 the exception of **addresscenter** (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:⁵

accept	addresswidth	currency	ourref	website
acceptaccount	areacode	email	phone	who
acceptaddress	autograph	enclosures	phoneprefix	yourletter
acceptcents	bic	fax	returnaddress	yourref
acceptdesc	cellphone	rightaddress	zip	
acceptdescription	chamber	forcedate	routingno	
accepteuros	city	iban	signature	
acceptreference	closing	leftaddress	street	
accountname	company	logoaddress	subject	
accountno	country	opening	term	
addresscenter	countrycode	openingcomma	vatno	

⁵Note for developers: the table lines below can be generated with a ruby script `listkeys` (included in the distribution): `listkeys show`

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 and 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.

`\itable` The following commands pertain to invoices: 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
```

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 equivalent to writing `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 needed by the creditor for paying the invoice. It is constructed using the values of the options `accountno`, `accountname`, `routingno`, `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 15.

4 Usage: letters

Usage of the class is best explained by example.

4.1 A simple letter

Here is the latex source for a small letter; its result appears in figure 1:

```
\documentclass[11pt]{isodoc}
\usepackage{mystyle}
\definecolor{headcolor}{gray}{.5}
\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[language=italian]{This letter was composed using the \LaTeX{} isodoc class.
  \par\input{thuan} % for some body
}
\end{document}
```

This source essentially shows three items:

1. the inclusion of a package `mystyle`; we'll come to that shortly.
2. the command `\setupdocument` called with many *key=value* arguments, each defining one of the texts that go into the letter.
3. 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}
  [2010/08/21 v1.1 Letter Company style file for isodoc]
\RequirePackage{pxfonts}


\setupdocument{return,footer,fold3,
  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        = {87-87\,48\,496},
  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

```

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). You can create your own logo by redefining the `\logo` command.
- 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



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Your letter of	Your reference	Our reference	Date
May 12	MAPS #34	1029	24th August 2010

Subject: Sample letter with the isodoc class

Beste Wybo,

This is an example of a letter made with the isodoc class. It has been compiled with XeLaTeX. Note that the date was set to 'today', so the date above the letter depends upon the day of compilation.

The picture in the logo was designed by Pieter Weltevrede. The text in the logo is Chopin Script, the body text is MinionPro Regular. The text¹ has no meaning, its only goal is to get a long letter.

Typografie wordt meestal toegepast om het doel en de inhoud van een tekst te ondersteunen. Een tekst moet bijvoorbeeld prettig leesbaar zijn. Daarom worden teksten in boeken en kranten vaak uit een lettertype met schreef gezet, maar op het beeldscherm juist vaak met een schreefloos lettertype zoals Verdana of Tahoma opgemaakt.

Voor een reclame- of waarschuwingsbord is het van belang dat woorden opvallen door ze met felle kleuren te accentueren. In een lange tekst wordt het juist als storend wordt ervaren wanneer er vetgedrukte woorden uitspringen en wordt bij voorkeur cursivering gebruikt om de lezer te attenderen.

Ook met andere zaken die de leesbaarheid van een tekst beïnvloeden houdt typografie zich bezig. Bijvoorbeeld het gebruik (doelgroep) en de indeling van een pagina. De typograaf let op:

- de zetbreedte (regellengte): de breedte van een tekstblok of kolom. De typograaf let daarbij op het maximum aantal tekens of woorden per regel. Bij een tekst met te lange regels moet het oog van de lezer namelijk een te grote afstandssprong maken van het eind van de regel naar het begin van de volgende. In het algemeen worden maxima gehanteerd van gemiddeld ca. 85 tekens (inclusief spaties en leestekens) of van gemiddeld twaalf woorden.
- de diverse lettergroottes (corpsen) en -soorten Door een combinatie daarvan (naast o.a. kleurgebruik) kan de typograaf de diverse tekstelementen visueel onderscheidend maken en daarmee de inhoudelijke hiërarchie goed visualiseren en ordenen. Letterfamilies bestaan uit diverse lettersoorten, meestal minimaal 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.

¹gathered from the TjX-distribution

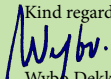
Figure 2: Long letter example with a non-standard logo, page 1

- de interlinie: het wit tussen twee regels.
- de regelafstand: de grootte van de letter (het korps) opgeteld 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.

Kind regards,

Wybo Dekker

Enclosure:
Isodoc documentatie

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

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

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.

4.2 Multiple letters, redefined logo

Let’s try another illustrative example, see figures 2 and 3: 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`):

```

\NeedsTeXFormat{LaTeX2e}[1999/12/01]
\ProvidesPackage{logostyle}
  [2010/08/21 v1.1 Shiva Shakti style file for isodoc]
\usepackage{fontspec,polyglossia}
\setupdocument{
  nofooter,fold2,autograph=1,
  company      = The Shiva Shakti Foundation,
  who          = Wybo Dekker,
  street       = Deilsedijk 60,
  city         = Deil,
  zip          = 4158 CH,
  country      = The Netherlands,
  countrycode  = IN,
  areacode     = 31,
  phone        = {87-87\,48\,496},
  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{headcolor}{rgb}{0.42, 0.57, 0.14} % goldenrod2
\definecolor{shivablue}{rgb}{.14,.33,.43}
\definecolor{shivaback}{rgb}{.78,.89,.68}
\graphicspath{./graphics/}

\renewcommand{\logo}{
  \pagecolor{shivaback}
  \begin{textblock}{2}(10,13)
    \includegraphics[scale=.3]{shiva_shakti.jpg}
  \end{textblock}
}

```

```

\end{textblock}
\begin{textblock}{105}(88,15)
  \begin{center}
    \fontspec{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}
}
\setmainfont[Mapping=tex-text]{MinionPro-Regular}
\setdefaultlanguage{english}
\setotherlanguage{dutch}
\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:

```

%!xelatex
\documentclass[11pt,twoside]{isodoc}
\usepackage{logostyle}
\setupdocument{
  ourref = 1029,
  yourletter = May 12,
  yourref = MAPS \#34,
  date = today,
  closing = Kind regards,
  signature = Wybo Dekker,
  enclosures = Isodoc documentatie,
  subject = Sample letter with the isodoc class,
  autograph = 2,
}
\newcommand{\letterbody}{%
  This is an example of a letter made with the isodoc class.
  It has been compiled with XeLaTeX.
  Note that the date was set to 'today', so the date above the
  letter depends upon the day of compilation.

  The picture in the logo was designed by Pieter Weltevrede.
  The text in the logo is Chopin Script, the body text is MinionPro Regular.
  The text\footnote{gathered from the \TeX-distribution} has no meaning,
  its only goal is to get a long letter.
  % It's in dutch, so we select that language:
  \begin{dutch}
    \par\input{typo}
  \end{dutch}
}

\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.

5 Usage: invoices

5.1 A simple invoice

Invoices (can) have the same structure as letters, except that the `\opening` isn't "Dear Somebody" anymore, but something like "Invoice". And the `\closing` doesn't 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.

5.2 Invoice with redefined logo

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{isodoc}
\usepackage{isontg}
\setupdocument{accept,
  acceptdesc=NTG\\2006,
  acceptdescription=Contributie 2006,
  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}(0,199.5)
      \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.

6 Implementation

The basis is the `article` class with all options:

```

1 \DeclareOption*{\PassOptionsToClass{\CurrentOption}{article}}
2 \ProcessOptions
3 \LoadClass{article}

```

We use `\ctable` floats here, and we need `ctable`'s commands for decent spacing in tables and more. `ctable` also brings us `array`, `tabularx`, `color`, and `xkeyval`. `eurosym` is used for the euro symbol.

```

4 \RequirePackage{ctable,eurosym,graphicx,stringstrings,calc}

```

Since the name of the package contains 'iso', make the page A4. For `textpos`, divide the page in 210 columns of 1mm each and 297 rows, 1mm each. The page is vertically divided in 6 columns of 35mm each: a left margin, 4 fields, and a right margin.

```

5 \RequirePackage[nofoot,head=\baselineskip]{geometry}
6 \RequirePackage[absolute,overlay]{textpos}
7 \geometry{papersize={210mm,297mm},margin=35mm}
8 \TPGrid{210}{297}

```

Several colors can be changed, by using the `\definecolor` command; the defaults (all black) are set here:

<code>headcolor</code>	<code>headcolor</code> : color for the header and footer field texts
<code>headingcolor</code>	<code>headingcolor</code> : color for the fancy headings
<code>markercolor</code>	<code>markercolor</code> : color for the folding marks

```

9 \definecolor{headcolor}{gray}{0}
10 \definecolor{headingcolor}{gray}{0}
11 \definecolor{markercolor}{gray}{0}

```

Use fancy headings, except for the first page. The heading, on a rule, looks like:

To: John Doe (April 1st, 2006)

Page 2 of 3

```

12 \RequirePackage{fancyhdr}
13 \pagestyle{fancy}
14 \AtBeginDocument{\addtolength{\headheight}{\baselineskip}}

```

The `\xxxdoc` commands (like `\dutchdoc`) set the default language via `\AtBeginDocument`, but other language changes should be done without that. So we must have a boolean to check if we are in the preamble:

```

15 \newif\ifpreamble\preambletrue
16 \AtBeginDocument{\preamblefalse}

```

Background color for signaling items that should have been defined, but weren't:

```
17 \definecolor{isodocpink}{rgb}{1,.7,.7}
18 \def\Undefined#1{\colorbox{isodocpink}{Undefined #1}}
```

A small sans serif font is used for header and footer field names and the sender's address information. The idea is that this is used for all pre-printed text on the letter paper.

```
19 \def\@hft{\footnotesize\sffamily\color{headcolor}}
```

6.1 The options and their defaults

6.1.1 General options

shift The default shift is 0mm,0mm. The **shift** option moves the output to the right and down:

```
20 \def\@xyshift#1,#2@@{\def\@xshift{#1}\def\@yshift{#2}}
21 \define@key{isodoc}{shift}{%
22   \@xyshift#1@@@
23   \@AtBeginDocument{\textblockorigin{\@xshift mm}{\@yshift mm}}
24 }
```

foreign Several items in the letter/invoice will be different in documents that are to be sent abroad; this is set with the **foreign** option, false by default:

```
25 \define@key{isodoc}{foreign}[\foreigntrue]{\foreigntrue}
26                                     \newif\ifforeign\foreignfalse
```

cityzip By default, the zip code is typeset before the city. The **cityzip** option reverses this:

```
27 \define@key{isodoc}{cityzip}[\cityziptrue]{\cityziptrue}
28                                     \newif\ifcityzip\cityzipfalse
```

localbank When the **foreign** option is used, IBAN and BIC codes are reported, but this can be suppressed with the **localbank** option:

```
29 \define@key{isodoc}{localbank}[\localbanktrue]{\localbanktrue}
30                                     \newif\iflocalbank\localbankfalse
```

dutch The following keys set the language; English, set at the `\EndOfClass` is the default.

```
english 31 \define@key{isodoc}{dutch}   []{\isodoc@dutch}
german   32 \define@key{isodoc}{english} []{\isodoc@UKenglish}
american 33 \define@key{isodoc}{german}  []{\isodoc@german}
french   34 \define@key{isodoc}{american} []{\isodoc@USenglish}
language 35 \define@key{isodoc}{french}  []{\isodoc@french}
36 \define@key{isodoc}{language}{\csname isodoc@#1\endcsname}
```

fill The default is to have left, but not right justification, allowing for hyphenation in extreme cases:

```
nofill 37 \define@key{isodoc}{fill}   []{\rightskip=1\rightskip}
38 \define@key{isodoc}{nofill} []{\rightskip=0mm plus 35mm}
39                                     \rightskip=0mm plus 35mm
```

6.1.2 Logo

company The logo, by default, consists of a large company or personal name on top a rule, **logoaddress** with a contact person's name (probably your own name) and address hanging under the rule. Its contents are defined by the following options:

```
street 40 \define@key{isodoc}{company}   {\def\company{#1}}
city    41 \def\company{\Undefined{company}}
zip
country
countrycode
```

```

42 \define@key{isodoc}{logoaddress}{\def\logoaddress{#1}}
43 \define@key{isodoc}{who}          {\def\who{#1}}
44                                 \def\who{\Undefined{who}}
45 \define@key{isodoc}{street}      {\def\street{#1}}
46                                 \def\street{\Undefined{street}}
47 \define@key{isodoc}{city}        {\def\city{#1}}
48                                 \def\city{\Undefined{city}}
49 \define@key{isodoc}{country}     {\def\country{#1}}
50                                 \def\country{\Undefined{country}}
51 \define@key{isodoc}{countrycode}{\def\countrycode{#1}}
52                                 \def\countrycode{\Undefined{countrycode}}
53 \define@key{isodoc}{zip}         {\def\zip{#1}}
54                                 \def\zip{\Undefined{zip}}
55 \def\prezip{\ifforeign\countrycode\else\fi}

```

6.1.3 Address window

leftaddress The address can be positioned vertically with the **addresscenter** option; the default is 63.5mm. This is the vertical position of the center of the address. Horizontally, the address is positioned either left or right, depending on the **leftaddress** or **rightaddress** options being used. In the first case, the address start at x=35mm, which is the left margin (the default), and thus in line with the first header field, in the second case at 105mm, in line with the one-but-last header field.

```

56 \define@key{isodoc}{leftaddress} []{\def\xaddress{35}}
57                                 \def\xaddress{35}}
58 \define@key{isodoc}{rightaddress} []{\def\xaddress{105}}
59 \define@key{isodoc}{addresscenter} {\def\addresscenter{#1}}
60                                 \def\addresscenter{63.5}}
61 \define@key{isodoc}{addresswidth} {\def\addresswidth{#1}}
62                                 \def\addresswidth{70}}

```

to The **to** option takes the addressee's address lines. Use `\\` to separate lines. The info will be split by `\processto` on the first `\\` separator into the addressee's name (`\toname`) and his address (`\toaddress`) The `\toname` will be reported in the pdf's document properties. However, this works only if the **to** key is set, with `\setupdocument`, in the preamble. If several letters are composed, **to** is normally set in the `\letter` or `\invoice` commands and thus is not seen by the `\hypersetup`, which is called `\AtBeginDocument`; so set the defaults to **Various people** for the `\toname` and make the address undefined:

```

63 \define@key{isodoc}{to}{\processto{#1}}\def\toname{Various people}
64                                 \def\toaddress{\Undefined{to}}
65 \long\def\processto#1{\xproc #1\\@@@{\ifx\toaddress\empty
66   \else \yproc #1@@@{\fi}
67 \long\def\xproc #1\\#2@@@{\def\toname{#1}\def\toaddress{#2}}
68 \long\def\yproc #1\\#2@@@{\def\toaddress{#2}}

```

return The default is to have no return address; but this can be changed by using the **return** (either in the style file or in the source) or, if the default was changed in the style file, remove it with **noreturn** in the source. Company and country names are often too long to fit in the address window. Or you may want to define an entirely different return address. The **returnaddress** option is provided to redefine the return address:

```

69 \define@key{isodoc}{return}      []{\returntrue}
70                                 \newif\ifreturn\returnfalse}
71 \define@key{isodoc}{noreturn}    []{\returnfalse}
72 \define@key{isodoc}{returnaddress}{\def\returnaddress{#1}}

```

6.1.4 Header

header A header is switched on or off with the **header** and **noheader** options. The default
noheader is to have a header.

```
73 \define@key{isodoc}{header} []{\headertrue}
74                               \newif\ifheader\headertrue
75 \define@key{isodoc}{noheader}[]{\headerfalse}
```

bodyshift The header is the start of the body. It is initially positioned at 98mm from the top of the paper, but it can be shifted with the **bodyshift** option.

```
76 \define@key{isodoc}{bodyshift} {\advance\headerpos#1}
77 \newcount\headerpos\headerpos=98
78 \newcount\footerpos\footerpos=275
79 \newcount\subjectpos
80 \newcount\openingpos
81 \newcount\textskip
```

6.1.5 Footer

footer A footer is switched on or off with the **footer** and **nofooter** options. The default
nofooter is the have no footer.

```
82 \define@key{isodoc}{footer} []{\footertrue}
83                               \newif\iffooter\footerfalse
84 \define@key{isodoc}{nofooter}[]{\footerfalse}
```

areacode If there is a page footer, only those fields will be displayed which are not empty.
phone Currently the **phone**, **cellphone**, **fax**, **email** and **website** are recognised as possible footer fields. Phone and fax number will be prefixed with a 0, unless the
phoneprefix **foreign** option was used: then the prefix will be '+nn-', where nn is the area-code. The latter is set with the **areacode** option, which is 'Undefined areacode'
cellphone by default.
fax
website
email

```
85 \define@key{isodoc}{areacode} {\def\areacode{#1}}
86                               \def\areacode{Undefined{areacode}}
87 \define@key{isodoc}{phone}    {\def\phone{#1}}
88                               \def\phone{}
89 \define@key{isodoc}{phoneprefix}{\def\phoneprefix{#1}}
90                               \def\phoneprefix{0}
91 \define@key{isodoc}{cellphone} {\def\cellphone{#1}}
92                               \def\cellphone{}
93 \define@key{isodoc}{fax}      {\def\xfax{#1}}
94                               \def\xfax{}
95 \define@key{isodoc}{website}  {\def\website{#1}}
96                               \def\website{}
97 \define@key{isodoc}{email}    {\def\email{#1}}
98                               \def\email{}
99 \def\lead{\ifforeign+\areacode-\else\phoneprefix\fi}
```

6.1.6 Folding mark

nofold The default is to have no folding mark. So start with the folding mark position outside the paper boundaries:

```
100 \define@key{isodoc}{nofold}[]{\yfold=-1mm}
101                               \newdimen\yfold\yfold=-1mm
```

foldleft The folding mark is in the right margin, but it can be moved to the left margin
foldright with the **foldleft** option, or, if made that the default in your style file, back to the right margin with the **foldright** option:

```
102 \define@key{isodoc}{foldleft}[]{\xfold=9mm}
```

```

103             \newdimen\xfold\xfold=201mm
104 \define@key{isodoc}{foldright}[]{\xfold=201mm}

fold2 The envelope for double folded A4 is C5: 162x220mm, window 40x110mm, upper
left corner at 20x50mm. Fold the A4 to have a tolerance of 2mm at top and
bottom, by putting the fold mark at 162-4=158 mm.

105 \define@key{isodoc}{fold2}[]{\yfold=158mm}

fold3 The envelope for triple folded A4 is DL: 110x220mm, Fold the A4 to have a
tolerance of 1.5mm at top and bottom, by putting the fold mark at 110-3=107mm.

106 \define@key{isodoc}{fold3}[]{\yfold=107mm}

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:

107 \define@key{isodoc}{fold}{\yfold=#1mm}

```

6.1.7 Header fields

There are four header fields, each one quarter of the textwidth wide. Under those, if the subject has been defined, a subject line. The header position is 98mm by default, but it can be shifted with the `bodyshift` option.

```

ourref
yourref
yourletter
108 \define@key{isodoc}{ourref}  {\def\ourref{#1}}
109                               \def\ourref{}
110 \define@key{isodoc}{yourref} {\def\yourref{#1}}
111                               \def\yourref{}
112 \define@key{isodoc}{yourletter}{\def\yourletter{#1}}
113                               \def\yourletter{}

```

`date` The date must be entered in either of three formats: `yyyy-mm-dd`, `yyyymmdd` or the string `today`. Here we check that a correct format is offered and that the values for `mm` and `dd` are in the range 1–12 and 1–31 respectively. The string `today` sets the date to today’s date.

```

114 \define@key{isodoc}{date}{\@ismakedate{#1}}
115                               \def\date{\Undefined{date}}

```

`forcedate` If you know what you do you can substitute anything you like for the date by using the `forcedate` option instead of `date`:

```

116 \define@key{isodoc}{forcedate}{\def\forcedate{#1}}\def\forcedate{}

```

`subject` The subject is empty by default and will be typeset.

```

117 \define@key{isodoc}{subject}{\def\subject{#1}}
118                               \def\subject{}

```

`opening` The opening, something like ‘Dear Reader’, is set by the `opening` option; the `openingcomma` default is ‘Undefined opening’. It is followed by a comma, unless the `openingcomma` has been used to set it to a different character, like a semicolon or an exclamation mark.

```

119 \define@key{isodoc}{opening}  {\def\opening{#1}}
120                               \def\openingcomma{,}
121 \define@key{isodoc}{openingcomma}{\def\openingcomma{#1}}
122                               \def\opening{\Undefined{opening}}

```

6.1.8 Closing, autograph, signature

`closing` The closing, something like ‘Best regards’, is set by the `closing` option; the default is ‘Undefined closing’. It will be preceded by a vertical skip, which can be set by the `closingskip` option, which is `2\baselineskip` by default:

```

123 \define@key{isodoc}{closing}    {\def\closing{#1,}}
124                                \def\closing{\Undefined{closing}} % Best regards,
125 \define@key{isodoc}{closingskip}{\closingskip=#1}
126                                \newdimen\closingskip\closingskip=2\baselineskip

```

autograph The autograph is either just a newline, or a vertical spacing where you can put your autograph manually, or a graphic. In the latter case, it must have been defined with the macro `\autograph`, which defines an autograph from an image, see the section *User Macros*. Not using the `autograph` option is equivalent to `autograph=0` (just a newline). Using it without a value is equivalent to `autograph=2` (image inserted):

```

127 \define@key{isodoc}{autograph}[2]{\def\autographversion{#1}}
128                                \def\autographversion{0}

```

signature The signature, something like ‘John Letterwriter’, is set by the `signature` option; the default is ‘Undefined signature’.

```

129 \define@key{isodoc}{signature}{\def\signature{#1}}
130                                \def\signature{\Undefined{signature}}

```

enclosures Enclosures are set by the `enclosures` option. There are none by default.

```

131 \define@key{isodoc}{enclosures} {\def\enclosures{#1}}
132                                \def\enclosures{}

```

6.1.9 Invoice specific data

term Invoices need to state some specific data, like account data and term of payment:

```

accountno 133 \define@key{isodoc}{term}    [30]{\def\term{#1}}
routingno 134 \define@key{isodoc}{accountno} {\def\accountno{#1}}
accountname 135 \define@key{isodoc}{routingno} {\def\routingno{#1}}
iban       136 \define@key{isodoc}{accountname}{\def\accountname{#1}}
bic       137 \define@key{isodoc}{iban}    {\def\iban{#1}}
vatno    138 \define@key{isodoc}{bic}     {\def\bic{#1}}
chamber 139 \define@key{isodoc}{vatno}   {\def\vatno{#1}}
currency 140 \define@key{isodoc}{chamber}  {\def\chamber{#1}}
141                                \def\chamber{\Undefined{chamber}}
142 \define@key{isodoc}{currency}    {\def\currency{#1}}
143                                \def\currency{\EUR}

```

accept If an accept form is to be printed, here are the options to fill in all the fields:

```

acceptaccount 144 \define@key{isodoc}{accept}[E05]{\def\accepttype{#1}}
acceptaddress 145                                \newfont\ocrb{ocrb10}
acceptcents  146                                }
acceptdescription 147 \define@key{isodoc}{acceptaccount} {\def\acceptaccount{#1}}
acceptdesc     148                                \def\acceptaccount{}
accepteuros   149 \define@key{isodoc}{acceptaddress} {\def\acceptaddress{#1}}
acceptreference 150                                \def\acceptaddress{}
151 \define@key{isodoc}{acceptcents}    {\def\acceptcents{#1}}
152                                \def\acceptcents{\Undefined{}}
153 \define@key{isodoc}{acceptdescription}{\def\acceptdescription{#1}}
154                                \def\acceptdescription{}
155 \define@key{isodoc}{acceptdesc}     {\def\acceptdesc{#1}}
156                                \def\acceptdesc{}
157 \define@key{isodoc}{accepteuros}    {\def\accepteuros{#1}}
158                                \def\accepteuros{\Undefined{}}
159 \define@key{isodoc}{acceptreference} {\def\acceptreference{#1}}
160                                \def\acceptreference{\Undefined{ref}}

```

For now, we define field positions for the E05 accept form only; when data for other forms become available, the content of `\accepttype` will have to be checked. Here is a rough layout of the E05 accept form – the last character tells if the items are typeset in a Tbox (T) or in a Cbox (C):

		description	T
ref		description	T
ref	euros cents	reference	C
eur ct	account		C
desc	address		T
desc	address		
desc	address		

```

161 \def\xacceptdescription{105}\def\yacceptdescription{200}\def\wacceptdescription{100} %T
162 \def\xacceptref{7} \def\yacceptref{212} \def\wacceptref{30} %T
163 \def\xaccepteuros{60} \def\yaccepteuros{216} \def\waccepteuros{32} %C
164 \def\xacceptcents{89} \def\yacceptcents{216} \def\wacceptcents{13} %C
165 \def\xacceptreference{125} \def\yacceptreference{216} \def\wacceptreference{55} %C
166 \def\xaccepteur{14.4} \def\yaccepteur{228.5} \def\waccepteur{21} %C
167 \def\xacceptct{32} \def\yacceptct{228.5} \def\wacceptct{9} %C
168 \def\xacceptaccount{75} \def\yacceptaccount{228.5} \def\wacceptaccount{65} %C
169 \def\xacceptdesc{7} \def\yacceptdesc{241} \def\wacceptdesc{26} %T
170 \def\xacceptaddress{58} \def\yacceptaddress{241} \def\wacceptaddress{90} %T

```

This is the `\baselineskip` for the two-line reference of the detachable strip:

```
171 \newdimen\acceptreferenceskip\acceptreferenceskip=5.15mm
```

6.2 User Macros

The autograph is either just a newline, or a vertical spacing where you can put your autograph manually, or a graphic. In the latter case, it must have been defined with the macro `\autograph`, which defines an autograph from an image.⁶ The arguments 3 - 6 can be found by measuring those (with the gimp, for example) in the unscaled (raw) image (which is the last argument).

arg 1: 2,3,...9: autograph number; will be translated internally to define `\autographA`, `\autographB`... `\autographH`

2: scaling factor for the image

3: the distance the autograph outdents in the margin

4: the vertical position of the baseline of the closing (Regards,) from the top

5: the vertical position of the baseline of the signature (John Letterwriter) from the top

6: the height of the image

7: the image (jpg, png, pdf...)

`\autograph`

```

172 \newdimen\myoutdent
173 \newdimen\signskip
174 \newdimen\mydown
175 \def\autograph#1#2#3#4#5#6#7{%
176   \ifnum #1<2
177     \ClassError{isodoc}{autograph #1 cannot be changed (first arg must be 2..9)}{ }
178   \fi
179   \ifnum #1>9
180     \ClassError{isodoc}{autograph #1 cannot be changed (first arg must be 2..9)}{ }
181   \fi
182   \bgroup
183   \lccode'2='A \lccode'6='E
184   \lccode'3='B \lccode'7='F

```

⁶Thanks, Hans Hagen and Piet van Oostrum, for its definition

```

185 \lccode'4='C \lccode'8='G
186 \lccode'5='D \lccode'9='H
187 \lowercase{\def\temp{#1}}%
188 \expandafter\egroup\expandafter\def\csname autograph\temp\endcsname{%
189   \myoutdent=#3
190   \signskip=#5\advance\signskip-#4
191   \mydown=#6\advance\mydown-#4
192   \par\hspace*{-#2\myoutdent}%
193   \raisebox{-#2\mydown}[0bp][0bp]{\includegraphics[scale=#2]{#7}}\[-\baselineskip]
194   \closing\[-2\baselineskip]\[#2\signskip]\signature%
195 }
196 }

```

6.2.1 Logo

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. If the `osf-txfonts` package is used, oldstyle figures are disabled here.

```

\logo
197 \newcommand{\zippedcity}{\ifcityzip\city\ \prezip\ \zip\else\prezip\ \zip\ \city\fi}
198 \newcommand{\logo}{%
199   { \parskip=0pt\parindent=0pt
200     \begin{textblock}{140}[0,1](35,20)%
201       \textsf{\LARGE\company}\[-1.7ex] % large company name
202       \rule{\hszize}{.3pt} % on top a rule
203     \end{textblock}
204   }
205   \Tbox{140}{22}{35}{\noindent
206     \footnotesize\sffamily
207     \ifx\undefined\logoaddress%
208       \ifx\undefined\tbfigures\else\tbfigures\fi
209       \ifx\who\empty\else\who\\\fi
210       \ifx\street\empty\else\street\\\fi
211       \zippedcity
212       \ifforeign\\\country\fi
213       \else\logoaddress\fi
214   }
215 }

\returnaddress
216 \def\returnaddress{%
217   \ifx\undefined\tbfigures\else\tbfigures\fi % when using osf-txfonts... just for me
218   \company\\
219   \street\\
220   \zippedcity
221   \ifforeign\\\country\fi
222 }

\setupdocument
223 \newcommand{\setupdocument}[1]{
224   \setkeys{isodoc}{#1}
225   \iffooter\else\geometry{bottom=25mm}\fi
226 }

\@isomakedate
227 \newcount\@isoyear \@isoyear=\year \year=0
228 \newcount\@isomonth \@isomonth=\month
229 \newcount\@isoday \@isoday=\day
230 \def\@isomakedate#1{%
231   \def\@isoarg{#1}\def\@isotoday{today}
232   \ifx\@isoarg\@isotoday
233     \year=\@isoyear

```

```

234 \month=\@isomonth
235 \day=\@isoday
236 \else
237 \stringlength[q]{\@isoarg}
238 \ifnum\theresult=10
239 \substring[q]{\@isoarg}{5}{5}
240 \if\thestring-\else\ClassError{isodoc}{
241 Illegal date separator: \thestring (must be -)}}\fi
242 \substring[q]{\@isoarg}{8}{8}
243 \if\thestring-\else\ClassError{isodoc}{
244 Illegal date separator: \thestring (must be -)}}\fi
245 \else
246 \ifnum\theresult=8\else\ClassError{isodoc}{
247 Illegal date: not yyyymmdd | yyyy-mm-dd | today}}\fi
248 \fi
249 \Treatments{0}{0}{0}{1}{0}{0}
250 \substring[q]{\@isoarg}{1}{\$} \let\@isodigits=\thestring \def\@isoarg{\thestring}
251 \stringlength[q]{\@isodigits}
252 \ifnum\theresult=8\else\ClassError{isodoc}{Illegal date: must have 8 digits}}\fi
253 \substring[q]{\@isoarg}{1}{4} \year=\thestring \def\@isoarg{\@isodigits}
254 \substring[q]{\@isoarg}{5}{6} \month=\thestring \def\@isoarg{\@isodigits}
255 \substring[q]{\@isoarg}{7}{8} \day=\thestring \def\@isoarg{\@isodigits}
256 \ifnum \month > 12 \ClassError{isodoc}{Illegal date: month>12}}\fi
257 \ifnum \day > 31 \ClassError{isodoc}{Illegal date: day>31}}\fi
258 \fi
259 }

```

\footfield Create any non-empty footfields, starting at left arguments:

1. fieldlabel
2. a prefix for the content (for phone numbers)
3. the content

```

260 \def\footfield#1#2#3{%
261 \ifx#3\empty\else
262 \Tbox{\footcount}{\footerpos}{35}{\noindent
263 {\@hft#1}\
264 #2#3
265 }
266 \advance\footcount35
267 \fi
268 }

```

\accountdata Print a table with banking information. Show account number, account name + city, and a reference. If the **foreign** key was used, IBAN and BIC codes are also reported, but can be suppressed with the **localbank** option.

```

269 \def\accountdata{
270 \textbf{\accountdatatext:}\
271 \begin{tabular}{@{}rl@{}}
272 \ifx\term\undefined\else
273 \termtext: & \term\ \daystext\
274 \fi
275 \accountnotext: & \accountno\
276 \ifx\accountname\undefined\else
277 \accountnametext: & \accountname{}\\
278 \fi
279 \ifx\routingno\undefined\else
280 \routingnotext: & \routingno{}\\
281 \fi
282 \referencetext: & \ourref\
283 \ifforeign
284 \iflocalbank\else
285 iban: & \scshape \iban\
286 bic: & \scshape \bic\

```

```

287     \fi
288     \fi
289     \ifx\vatno\undefined\else
290     \vatnotext: & \vatno\
291     \fi
292 \end{tabular}
293 }

```

The `\showkeys` command is useful for debugging. It prints a table showing the values of most keys.⁷

```

294 \def\showkeys{%
295   \begin{tabular}{ll}
296     accept & \accept\NN
297     acceptaccount & \acceptaccount\NN
298     acceptaddress & \acceptaddress\NN
299     acceptcents & \acceptcents\NN
300     acceptdesc & \acceptdesc\NN
301     acceptdescription & \acceptdescription\NN
302     accepteuros & \accepteuros\NN
303     acceptreference & \acceptreference\NN
304     accountname & \accountname\NN
305     accountno & \accountno\NN
306     addresscenter & \addresscenter\NN
307     addresswidth & \addresswidth\NN
308     areacode & \areacode\NN
309     autograph & \autograph\NN
310     bic & \bic\NN
311     cellphone & \cellphone\NN
312     chamber & \chamber\NN
313     city & \city\NN
314     closing & \closing\NN
315     company & \company\NN
316     country & \country\NN
317     countrycode & \countrycode\NN
318     currency & \currency\NN
319     email & \email\NN
320     enclosures & \enclosures\NN
321     fax & \fax\NN
322     forcedate & \forcedate\NN
323     iban & \iban\NN
324     leftaddress & \leftaddress\NN
325     logoaddress & \logoaddress\NN
326     opening & \opening\NN
327     openingcomma & \openingcomma\NN
328     ourref & \ourref\NN
329     phone & \phone\NN
330     phoneprefix & \phoneprefix\NN
331     returnaddress & \returnaddress\NN
332     rightaddress & \rightaddress\NN
333     routingno & \routingno\NN
334     signature & \signature\NN
335     street & \street\NN
336     subject & \subject\NN
337     term & \term\NN
338     vatno & \vatno\NN
339     website & \website\NN
340     who & \who\NN
341     yourletter & \yourletter\NN
342     yourref & \yourref\NN
343     zip & \zip\NN
344   \end{tabular}

```

⁷Note for developers: the table lines below can be generated with a ruby script `listkeys` (included in the distribution): `listkeys defs`

```

345 }
346 \AtEndOfClass{%
347   \usepackage{hyperref}
348   \year=0
349 }
350 \AtEndDocument{%
351   \hypersetup{pdfauthor={\who},
352             pdfproducer={isodoc v\fileversion}
353   }
354 }
355 % \DescribeMacro{\itable}
356 % |\itable| inserts an invoice table; arg1 should be the rows of the table.
357 %   \begin{macrocode}
358 \def\itable#1{
359   \begin{tabularx}{\hsize}{@{}X@{\barsep\quad\quad}r@{}}
360     \multicolumn{2}{@{}c@{}}{\sffamily\descriptiontext\hfill}
361     \amounttext (\currency)}\ML
362     #1
363   \end{tabularx}
364 }
365 % \DescribeMacro{\iitem}
366 % |\iitem| inserts an invoice item in the |\itable|.
367 % It inserts |arg1 & % arg2\NN|:
368 %   \begin{macrocode}
369 \def\iitem#1#2{#1#2\NN}
370 % \DescribeMacro{\itotal}

```

\itotal inserts an invoice total in the \itable.
It inserts \cmidrule[.05em]{2-2}Total & arg1\NN:

```

371 \def\itotal#1{\cmidrule[.05em]{2-2}\totaltext&\textbf{#1}\NN}

```

The counter \lettercount is used to construct a label on the last page of each letter/invoice of this document; it will be set to LastPageOfn, where n is the letter number: 1, 2, 3, ... This allows for page headings saying “Page n of m.” This label is automatically added at the end of each letter.

```

372 \newcounter{lettercount}\setcounter{lettercount}{0}

```

\invoice \invoice prints an invoice. The first argument is optional, and may contain the same *key=value* statement as \setupdocument. This is useful if the document contains more than one invoice for different addressees.

The second argument creates a two-column table with headings “Description” and “Amount (€)”. The two columns are separated with a vertical rule; its construction is somewhat complicated, as the booktabs/ctable packages are in use that don’t provide decent vertical separators. The \barsep macro extends these separators vertically.

```

373 \newif\ifclosing\closingtrue
374 \newcount\footcount
375 \newcommand{\invoice}[2][\%
376   \closingfalse
377   \def\barsep{\raisebox{-1.5ex}[0pt][0pt]{\rule{.05em}{4ex}}}%
378   \letter[#1,
379     opening={\bfseries\scshape\Large\invoicetext},
380     openingcomma={},
381     closing={},
382     signature={}}{\Tbox{35}{127}{140}{#2}}
383 }

```

\letter \letter prints a letter... The code is enclosed in an extra pair of braces, in order to keep option changes local

```

384 \newcommand{\letter}[2][\%
385   \newpage

```

386 \setkeys{isodoc}{#1}

By now, a language should have been chosen; if not, issue a warning and set the language to the default: UKenglish

```
387 \ifx\yourlettertext\undefined\ClassWarning{isodoc}{
388   You did not use the language option; using the default: UKenglish
389 }\isodoc@UKenglish\fi
390 \ifnum\value{lettercount}=0%
391   \hypersetup{pdftitle={letter to \toname\ dated \today},
392             pdfsubject={\subject}}
393 \fi
394 \addtocounter{lettercount}{1}
395 \setcounter{page}{1}
396 \setcounter{footnote}{0}
397 \fancyhf{}
398 \if@twoside
399   \fancyhead[LE,RO]{\color{headingcolor}%
400     \pagetext\ \thepage\ \oftext{} \begin{NoHyper}\pageref{LastPageOf\thelettercount}\end{NoHyper}}
401   \fancyhead[RE,LO]{\color{headingcolor}%
402     \totext: \toname\ (\date)}
403 \else
404   \fancyhead[L]{\color{headingcolor}%
405     \totext: \toname\ (\date)}
406   \fancyhead[R]{\color{headingcolor}%
407     \pagetext\ \thepage\ \oftext{} \begin{NoHyper}\pageref{LastPageOf\thelettercount}\end{NoHyper}}
408 \fi
409 \logo
```

addresscenter is the center, vertically, of the to-address block: xaddress should be 1 or 3 for left- and right address windows

```
410 { \parskip=0pt\parindent=0pt
411   \begin{textblock}{\addresswidth}[0, .5](\xaddress, \addresscenter)%
412     \ifreturn
413       {\def\{\{\unskip\enspace\textbullet\enspace\ignorespaces}%
414         \sffamily\bfseries\scriptsize\returnaddress
415         }\{[-.8\baselineskip]
416         \rule{\hspace}{.2pt}\}
417       \fi
418       \toname\toaddress
419     \end{textblock}
420 }
421 \subjectpos=\headerpos
422 \textskip=\headerpos\advance\textskip-12
423 \ifx\subject\empty\advance\textskip-10\else\advance\subjectpos10\fi
424 \openingpos=\subjectpos
425 \ifheader
426   \openingpos=\subjectpos\advance\openingpos12
427   \Tbox{35}{\headerpos}{35}{\noindent
428     {\@hft\yourlettertext}\}
429   \yourletter
430 }
431 \Tbox{70}{\headerpos}{35}{\noindent
432   {\@hft\yourref}\}
433   \raggedright\yourref
434 }
435 \Tbox{105}{\headerpos}{35}{\noindent
436   {\@hft\ourref}\}
437   \raggedright\ourref
438 }
439 \Tbox{140}{\headerpos}{35}{\noindent
440   {\@hft\datetext}\}
441   \ifx\forcedate\empty%
442     \ifnum\year=0\Undefined{date}\else\date\fi
```

```

443     \else\forcedate\fi
444   }
445   \ifx\subject\empty\else%
446     \Tbox{35}{\subjectpos}{105}{\noindent
447       \begin{tabularx}{\hsize}{@{}l>{\raggedright}X@{}}
448         \@hft\subjecttext&\subject
449       \end{tabularx}
450     }
451   \fi
452 \else
453   \advance\textskip-12
454 \fi
455 \footcount=35
456 \iffooter
457   \footfield{\websitetext}{\website}
458   \footfield{\phonetext}{\lead}{\phone}
459   \footfield{\cellphonetext}{\lead}{\cellphone}
460   \footfield{\faxtext}{\lead}{\fax}
461   \footfield{\emailtext}{\email}
462 \fi
463 { \parskip=0pt\parindent=0pt
464   \begin{textblock*}{3mm}(\xfold,\yfold)%
465     {\color{markercolor}\rule{\hsize}{.2pt}}
466   \end{textblock*}
467 }
468 \ifx\undefined\accepttype\else\accept\fi
469 \noindent\Tbox{35}{\openingpos}{140}{\opening\openingcomma}
470 \vspace{\textskip mm}
471 \thispagestyle{empty}
472 \noindent
473 #2
474 {\parindent=0pt\parskip=\baselineskip
475   \ifclosing
476     \ifcase\autographversion
477       \par\closing\\signature           % 0: closing on the next line
478       \or\par\closing\\[\closingskip]signature % 1: whiteskip
479       \or\autographA
480       \or\autographB
481       \or\autographC
482       \or\autographD
483       \or\autographE
484       \or\autographF
485       \or\autographG
486       \or\autographH
487     \else
488       \par\Undefined{autograph: \autographversion}\\
489     \fi
490   \fi
491   \ifx\enclosures\empty\else
492     \vfill
493     \setbox1=\vbox{\enclosures}%
494     \textbf{\ifdim\ht1>\baselineskip\enclosurestext\else\enclosuretext\fi}%
495     \\enclosures
496   \fi
497 }
498 \label{LastPageOf\thelettercount}
499 }}

```

6.3 Internal Macros

The `accept` is produced from `\Tbox` and `\Cbox` commands only, using the `textpos` package: `\Cbox{x}{y}{width}{text}` places `text` in a box of `\tests1{width}`

mm, centered around (x,y) in mm:

```
500 \def\Cbox#1#2#3#4{%
501   { \parskip=0pt\parindent=0pt
502     \begin{textblock}#3}[.5,.5](#1,#2)%
503     \begin{center}
504       #4
505     \end{center}
506   \end{textblock}
507 }
508 }
```

`\Tbox` `\Tbox{x}{y}{width}{text}` places `text` in a box of `\tests1{width}` mm, with the upper left corner at (x,y) in mm:

```
509 \long\def\Tbox#1#2#3#4{%
510   { \parskip0pt\parindent=0pt
511     \begin{textblock}#3}(#1,#2)%
512     \begin{minipage}[t]{\hsize}
513       \noindent#4
514     \end{minipage}
515   \end{textblock}
516 }
517 }
```

`\accept` This macro will have a parameter if other accept forms will have to be programmed:

```
518 \def\accept{
519   \Tbox{\xacceptdescription}
520     {\yacceptdescription}
521     {\wacceptdescription}
522     {\acceptdescription}
523   \Tbox{\xacceptdesc}
524     {\yacceptdesc}
525     {\wacceptdesc}
526     {\acceptdesc}
527   \Tbox{\xacceptaddress}
528     {\yacceptaddress}
529     {\wacceptaddress}
530     {\ifx\acceptaddress\empty\toname\\\toaddress\else\acceptaddress\fi}
531   \Cbox{\xacceptreference}
532     {\yacceptreference}
533     {\wacceptreference}
534     {\ocrb\acceptreference}
535   \Tbox{\xacceptref}
536     {\yacceptref}
537     {\wacceptref}
538     {\baselineskip=\acceptreferenceskip\ocrb\acceptreference}
539   \Cbox{\xaccepteuros}
540     {\yaccepteuros}
541     {\waccepteuros}
542     {\ocrb\accepteuros}
543   \Cbox{\xacceptaccount}
544     {\yacceptaccount}
545     {\wacceptaccount}
546     {\ocrb\acceptaccount}
547   \Cbox{\xacceptcents}
548     {\yacceptcents}
549     {\wacceptcents}
550     {\ocrb\acceptcents}
551   \Cbox{\xaccepteur}
552     {\yaccepteur}
553     {\waccepteur}
554     {\ocrb\accepteur}
```



```

555 \Cbox{\xacceptct}
556     {\yacceptct}
557     {\wacceptct}
558     {\ocrb\acceptcents}
559 }

```

\isodoc@catalan contributed by Cristian Peraferrer:

```

560 \def\isodoc@catalan{%
561   \gdef\accountdatatext {Dades banc\'aries}
562   \gdef\accountnametext {a nom de}
563   \gdef\accountnotext   {N\'um. de compte}
564   \gdef\amounttext     {Quantitat}
565   \gdef\ccname          {cc}
566   \gdef\cellphonetext  {M\'obil}
567   \gdef\chambertext    {Cambra de comer\c{c}}
568   \gdef\datetext       {Data}
569   \gdef\daystext       {dies}
570   \gdef\descriptiontext {Descripci\'o}
571   \gdef\emailtext      {E-mail}
572   \gdef\enclosurestext {Annexos:}
573   \gdef\enclosuretext  {Annex:}
574   \gdef\faxtext        {Fax}
575   \gdef\invoicetext    {factura}
576   \gdef\oftext         {de}
577   \gdef\ourreftext     {La nostra refer\'encia}
578   \gdef\pagetext       {P\'agina}
579   \gdef\phonetext      {Tel\'efon}
580   \gdef\referencetext  {Refer\'encia}
581   \gdef\routingnotext  {Nombre de ruta}
582   \gdef\subjecttext    {Assumpte}
583   \gdef\termtext       {Termini del pagament}
584   \gdef\totaltext      {Total}
585   \gdef\totext         {A}
586   \gdef\vatnotext      {N\'um. IVA}
587   \gdef\vattext        {IVA}
588   \gdef\websitetext    {Web}
589   \gdef\yourlettertext {La seva carta del}
590   \gdef\yourreftext    {La seva refer\'encia}
591   \gdef\date           {\number\day\space\ifcase\month\or
592     gener\or febrer\or mar\c{c}\or abril\or maig\or juny\or
593     juliol\or agost\or setembre\or octubre\or novembre\or desembre\fi
594     \space \number\year
595   }
596 }

```

\isodoc@dutch

```

597 \def\isodoc@dutch{%
598   \gdef\accountdatatext {Betalingsgegevens}
599   \gdef\accountnametext {ten name van}
600   \gdef\accountnotext   {rekening nr}
601   \gdef\amounttext     {Bedrag}
602   \gdef\ccname          {Cc:}
603   \gdef\cellphonetext  {mobiel}
604   \gdef\chambertext    {kvk}
605   \gdef\datetext       {Datum}
606   \gdef\daystext       {dagen}
607   \gdef\descriptiontext {Omschrijving}
608   \gdef\emailtext      {e-mail}
609   \gdef\enclosurestext {Bijlagen:}
610   \gdef\enclosuretext  {Bijlage:}
611   \gdef\faxtext        {telefax}
612   \gdef\invoicetext    {rekening}
613   \gdef\oftext         {van}

```

```

614 \gdef\ourreftext      {Ons kenmerk}
615 \gdef\pagetext       {Bladnummer}
616 \gdef\phonetext      {telefoon}
617 \gdef\referencetext  {kenmerk}
618 \gdef\routingnotext  {banknummer}
619 \gdef\subjecttext    {Onderwerp:}
620 \gdef\termtext       {betalingstermijn}
621 \gdef\totaltext      {Totaal}
622 \gdef\totext         {Aan}
623 \gdef\vatnotext     {btw nr}
624 \gdef\vattext        {Btw}
625 \gdef\websitetext   {webstek}
626 \gdef\yourlettertext {Uw brief van}
627 \gdef\yourreftext    {Uw kenmerk}
628 \gdef\date           {\number\day\space\ifcase\month\or
629   januari\or februari\or maart\or april\or mei\or juni\or juli\or
630   augustus\or september\or oktober\or november\or december\fi
631   \space \number\year}
632 }

```

\isodoc@french

```

633 \def\isodoc@french{%
634   \gdef\accountdatatext {Donn\`ees bancaires}
635   \gdef\accountnametext {au nom de}
636   \gdef\accountnotext  {no. compte}
637   \gdef\amounttext     {Montant}
638   \gdef\ccname         {Copie \`a}
639   \gdef\cellphonetext  {portable}
640   \gdef\chambertext    {c.c.i.}
641   \gdef\datetext       {Date:}
642   \gdef\daystext       {jours}
643   \gdef\descriptiontext {Description}
644   \gdef\emailtext      {email}
645   \gdef\enclosurestext {Pi\`eces jointes:}
646   \gdef\enclosuretext  {Pi\`ece jointe:}
647   \gdef\faxtext        {t\`el\`efax}
648   \gdef\invoicetext    {facture}
649   \gdef\oftext         {de}
650   \gdef\ourreftext     {Nos r\`ef\`erences:}
651   \gdef\pagetext       {Page}
652   \gdef\phonetext      {t\`el\`ephone}
653   \gdef\referencetext  {r\`ef\`erence}
654   \gdef\routingnotext  {num\`ero d\`acheminement}
655   \gdef\subjecttext    {Objet:}
656   \gdef\termtext       {terme}
657   \gdef\totaltext      {Total}
658   \gdef\totext         {\`A l\`attention de}
659   \gdef\vatnotext     {no. T.V.A.}
660   \gdef\vattext        {T.V.A.}
661   \gdef\websitetext    {site Web}
662   \gdef\yourlettertext {Votre lettre du}
663   \gdef\yourreftext    {Vos r\`ef\`erences:}
664   \gdef\date           {\number\day\ifnum\day=1$\`er}$\fi\space\ifcase\month\or
665   janvier\or f\`evrier\or mars\or avril\or mai\or juin\or
666   juillet\or ao\`ut\or septembre\or octobre\or
667   novembre\or d\`ecembre\fi \space \number\year}
668 }

```

\isodoc@german

```

669 \def\isodoc@german{%
670   \gdef\accountdatatext {Bezahlungsdaten}
671   \gdef\accountnametext {Name}
672   \gdef\accountnotext   {Konto Nr}

```

```

673 \gdef\amounttext      {Betrag}
674 \gdef\ccname          {Kopien an}
675 \gdef\cellphonetext   {Handy}
676 \gdef\chambertext     {Register Nr}
677 \gdef\datetext        {Datum}
678 \gdef\daystext        {Tage}
679 \gdef\descriptiontext {Umschreibung}
680 \gdef\emailtext       {E-mail}
681 \gdef\enclosurestext  {Anlagen:}
682 \gdef\enclosuretext   {Anlage:}
683 \gdef\faxtext         {Telefax}
684 \gdef\invoicetext     {rechnung}
685 \gdef\oftext          {aus}
686 \gdef\ourreftext      {Unser Zeichen}
687 \gdef\pagetext        {Seite}
688 \gdef\phonetext       {Telefon}
689 \gdef\referencetext   {Beleg Nr}
690 \gdef\routingnotext   {BLZ}
691 \gdef\subjecttext     {Betrifft:}
692 \gdef\termtext        {Zahlungstermin}
693 \gdef\totaltext       {Insgesamt}
694 \gdef\totext          {An}
695 \gdef\vatnotext       {Ustid Nr}
696 \gdef\vattext         {MwSt}
697 \gdef\websitetext     {Webseite}
698 \gdef\yourlettertext  {Ihr Brief vom}
699 \gdef\yourreftext     {Ihr Zeichen}
700 \gdef\date             {\number\day.\space\ifcase\month\or
701   Januar\or Februar\or M"arz\or April\or Mai\or Juni\or
702   Juli\or August\or September\or Oktober\or November\or Dezember\fi
703   \space\number\year}
704 }

```

\isodoc@italian contributed by Walter Giocoso:

```

705 \def\isodoc@italian{%
706 \gdef\accountdatatext {Coordinate bancarie}
707 \gdef\accountnametext {intestato a}
708 \gdef\accountnotext   {n$^o$~del conto}
709 \gdef\amounttext      {Prezzo}
710 \gdef\ccname          {Per conoscenza a:}
711 \gdef\cellphonetext   {cellulare:}
712 \gdef\chambertext     {}
713 \gdef\datetext        {Data:}
714 \gdef\daystext        {giorni}
715 \gdef\descriptiontext {Descrizione}
716 \gdef\emailtext       {e-mail:}
717 \gdef\enclosurestext  {Allegati:}
718 \gdef\enclosuretext   {Allegato:}
719 \gdef\faxtext         {fax:}
720 \gdef\invoicetext     {fattura}
721 \gdef\oftext          {di}
722 \gdef\ourreftext      {Nostro riferimento:}
723 \gdef\pagetext        {Pagina}
724 \gdef\phonetext       {telefono:}
725 \gdef\referencetext   {riferimento}
726 \gdef\routingnotext   {numero di routing}
727 \gdef\subjecttext     {Oggetto:}
728 \gdef\termtext        {scadenza}
729 \gdef\totaltext       {Totale}
730 \gdef\totext          {All'attenzione di:}
731 \gdef\vatnotext       {Partita I.V.A.}
732 \gdef\vattext         {I.V.A.}
733 \gdef\websitetext     {sito Web:}

```

```

734 \gdef\yourlettertext {Vostra lettera del:}
735 \gdef\yourreftext    {Vostro riferimento:}
736 \gdef\date           {\number\day\ifnum\day=1\fi
737   ~\ifcase\month\or
738   Gennaio\or Febbraio\or Marzo\or Aprile\or Maggio\or Giugno\or
739   Luglio\or Agosto\or Settembre\or Ottobre\or Novembre\or Dicembre\fi
740   \space \number\year}
741 }

```

\isodoc@norsk contributed by Sveinung Heggen:

```

742 \def\isodoc@norsk    {%
743   \gdef\accountdatatext {betales til}
744   \gdef\accountnametext {til}
745   \gdef\accountnotext  {faktura nr}
746   \gdef\amounttext     {Bel\o{}}p}
747   \gdef\ccname         {kopi til:}
748   \gdef\cellphonetext  {mobil}
749   \gdef\chambertext    {}
750   \gdef\datetext       {Dato}
751   \gdef\daystext       {dager}
752   \gdef\descriptiontext {Beskrivelse}
753   \gdef\emailtext      {e-post}
754   \gdef\enclosurestext {Vedlegg:}
755   \gdef\enclosuretext  {Vedlegg:}
756   \gdef\faxtext        {telefaks}
757   \gdef\invoicetext    {faktura}
758   \gdef\oftext         {av}
759   \gdef\ourreftext     {V\aa{}}r ref:}
760   \gdef\pagetext       {Side}
761   \gdef\phonetext      {telefon}
762   \gdef\referencetext  {referanse}
763   \gdef\routingnotext  {routing-nummer}
764   \gdef\subjecttext    {Vedr:}
765   \gdef\termtext       {betalingsfrist}
766   \gdef\totaltext      {Total}
767   \gdef\totext         {Til}
768   \gdef\vatnotext      {Org. nr.}
769   \gdef\vatttext       {Mva}
770   \gdef\websitetext    {hjemmeside}
771   \gdef\yourlettertext {Deres brev av}
772   \gdef\yourreftext    {Deres ref:}
773   \gdef\date           {\number\day.\space\ifcase\month\or
774   januar\or februar\or mars\or april\or mai\or juni\or
775   juli\or august\or september\or oktober\or november\or desember\fi
776   \space \number\year}
777 }

```

\isodoc@serbian contributed by Zoran T. Filipovic:

```

778 \def\isodoc@serbian {%
779   \gdef\totaltext {Ukupno}
780   \gdef\vatttext  {PDV}
781   \gdef\accountdatatext {Podaci o bankarskom sektoru}
782   \gdef\accountnametext {na ime}
783   \gdef\accountnotext {Ra\v cun br.}
784   \gdef\amounttext {Iznos}
785   \gdef\ccname {Kopije}
786   \gdef\cellphonetext {Mobilni}
787   \gdef\chambertext {Spisak br.}
788   \gdef\datetext {Datum}
789   \gdef\daystext {dana}
790   \gdef\descriptiontext {Opis}
791   \gdef\emailtext {Email}
792   \gdef\enclosurestext {Prilozi:}

```

```

793 \gdef\enclosuretext {Prilog;}
794 \gdef\faxtext {Telefax}
795 \gdef\invoicetext {faktura}
796 \gdef\oftext {od}
797 \gdef\ourreftext {Na\v s broj}
798 \gdef\pagetext {Strana}
799 \gdef\phonetext {Telefon}
800 \gdef\referencetext {Dokument br.}
801 \gdef\routingnotext {BLZ}
802 \gdef\subjecttext {Predmet:}
803 \gdef\termtext {rok pla\' canja}
804 \gdef\totext {U}
805 \gdef\vatnotext {porez br.}
806 \gdef\websitetext {Website}
807 \gdef\yourlettertext {Va\v se pismo od}
808 \gdef\yourreftext {Va\v s broj}
809 \gdef\date{\number\day.\~ifcase\month\or
810   Januar\or Februar\or Mart\or April\or Maj\or Jun\or
811   Jul\or Avgust\or Septembar\or Oktobar\or Novembar\or Decembar\fi
812   \space\number\year}
813 }

```

\isodoc@spanish contributed by Cristian Peraferer:

```

814 \def\isodoc@spanish{%
815   \gdef\accountdatatext {Datos bancarios}
816   \gdef\accountnametext {a nombre de}
817   \gdef\accountnotext {N\'um. de cuenta}
818   \gdef\amounttext {Cantidad}
819   \gdef\ccname {cc}
820   \gdef\cellphonetext {M\'ovil}
821   \gdef\chambertext {C\'amara de comercio}
822   \gdef\datetext {Fecha}
823   \gdef\daystext {d\'{i}as}
824   \gdef\descriptiontext {Descripci\'on}
825   \gdef\emailtext {E-mail}
826   \gdef\enclosurestext {Anexos:}
827   \gdef\enclosuretext {Anexo:}
828   \gdef\faxtext {Fax}
829   \gdef\invoicetext {factura}
830   \gdef\oftext {de}
831   \gdef\ourreftext {Nuestra referencia}
832   \gdef\pagetext {P\'agina}
833   \gdef\phonetext {Tel\'efono}
834   \gdef\referencetext {Referencia}
835   \gdef\routingnotext {n\'umero de ruta}
836   \gdef\subjecttext {Asunto}
837   \gdef\termtext {Plazo de pago}
838   \gdef\totaltext {Total}
839   \gdef\totext {A}
840   \gdef\vatnotext {N\'um. IVA}
841   \gdef\vattext {IVA}
842   \gdef\websitetext {Web}
843   \gdef\yourlettertext {Su carta de}
844   \gdef\yourreftext {Su referencia}
845   \gdef\date {\number\day\space\ifcase\month\or
846     enero\or febrero\or marzo\or abril\or mayo\or junio\or
847     julio\or agosto\or septiembre\or octubre\or noviembre\or diciembre\fi
848     \space\number\year}
849 }
850 }
851 % \DescribeMacro{\isodoc@UKenglish}
852 % \begin{macrocode}
853 \def\isodoc@UKenglish{%

```

```

854 \gdef\accountdatatext {Banking data}
855 \gdef\accountnametext {in the name of}
856 \gdef\accountnotext {Account no.}
857 \gdef\amounttext {Amount}
858 \gdef\ccname {cc}
859 \gdef\cellphonetext {cellphone}
860 \gdef\chambertext {ch.comm.}
861 \gdef\datetext {Date}
862 \gdef\daystext {days}
863 \gdef\descriptiontext {Description}
864 \gdef\emailtext {email}
865 \gdef\enclosurestext {Enclosures:}
866 \gdef\enclosuretext {Enclosure:}
867 \gdef\faxtext {telefax}
868 \gdef\invoicetext {invoice}
869 \gdef\oftext {of}
870 \gdef\ourreftext {Our reference}
871 \gdef\pagetext {Page}
872 \gdef\phonetext {telephone}
873 \gdef\referencetext {Reference}
874 \gdef\routingnotext {Routing no}
875 \gdef\subjecttext {Subject:}
876 \gdef\termtext {term of payment}
877 \gdef\totaltext {Total}
878 \gdef\totext {To}
879 \gdef\vatnotext {vat no.}
880 \gdef\vattext {Vat}
881 \gdef\websitetext {website}
882 \gdef\yourlettertext {Your letter of}
883 \gdef\yourreftext {Your reference}
884 \gdef\date{\ifcase\day\or
885 1st\or 2nd\or 3rd\or 4th\or 5th\or
886 6th\or 7th\or 8th\or 9th\or 10th\or
887 11th\or 12th\or 13th\or 14th\or 15th\or
888 16th\or 17th\or 18th\or 19th\or 20th\or
889 21st\or 22nd\or 23rd\or 24th\or 25th\or
890 26th\or 27th\or 28th\or 29th\or 30th\or
891 31st\fi\space\ifcase\month\or
892 January\or February\or March\or April\or May\or June\or
893 July\or August\or September\or October\or November\or December\fi
894 \space \number\year}
895 }

```

\isodoc@USenglish

```

896 \def\isodoc@USenglish{%
897 \gdef\accountdatatext {Bank details}
898 \gdef\accountnametext {in the name of}
899 \gdef\accountnotext {Account no.}
900 \gdef\amounttext {Amount}
901 \gdef\ccname {cc}
902 \gdef\cellphonetext {cellphone}
903 \gdef\chambertext {ch.comm.}
904 \gdef\datetext {Date}
905 \gdef\daystext {days}
906 \gdef\descriptiontext {Description}
907 \gdef\emailtext {email}
908 \gdef\enclosurestext {Enclosures:}
909 \gdef\enclosuretext {Enclosure:}
910 \gdef\faxtext {telefax}
911 \gdef\invoicetext {invoice}
912 \gdef\oftext {of}
913 \gdef\ourreftext {Our reference}
914 \gdef\pagetext {Page}

```

```

915 \gdef\phonetext      {telephone}
916 \gdef\referencetext {Reference}
917 \gdef\routingnotext {Routing no}
918 \gdef\subjecttext   {Subject:}
919 \gdef\termtext      {term of payment}
920 \gdef\totaltext     {Total}
921 \gdef\totext        {To}
922 \gdef\vatnotext     {vat no.}
923 \gdef\vattext       {Vat}
924 \gdef\websitetext  {website}
925 \gdef\yourlettertext {Your letter of}
926 \gdef\yourrefertext {Your reference}
927 \gdef\date          {\ifcase\month\or
928   January\or February\or March\or April\or May\or June\or
929   July\or August\or September\or October\or November\or December\fi
930   \space\number\day, \number\year}
931 }

```

Change History

v0.1	General: Initial version 1	lations added (thanks Sveinung Heggen) 1	
v0.2	General: added options phoneprefix, routingno, logoaddress accountname now optional accountnumber ⇒ accountno german and french translations corrected indents removed in header fields expect printer to have more unprintable border ascriptiontext ⇒ accountname-text for dutch Interdocument language changes now work; Vatno, if defined, is reported with accountdata; country in returnaddress now separated with dot; option changes kept local to the letter/invoice; English/American accountname text adapted 1	v0.5	General: text misplacement in subject-less letters corrected norwegian translations corrected 1
v0.3	General: several errors in documentation corrected 1	v0.6	General: moved all documentation files in subdirectory doc, because files appeared to be wrongly placed on the TeX Collection DVD Some minor corrections 1
v0.3b	General: non-zero parskip generated whitespace in standard textblocks; several accept positions fixed, added option shift, whitespace problems solved, added option currency, added option cityzip - without documentation 1	v0.7	General: using eurosym package instead of marvosym; using frenchb package instead of french; added address-width option, default stays 2 cols; changes suggested by Fabrice Niessen (thanks): added header/noheader options; added bodyshift option; date format can be yyyy-mm-dd or a literal ‘today’; added forcedate option to enter anything for date; added foldleft and foldright options, default stays right; headingcolor, if defined, colors fancy headings; headcolor, if defined, colors headings in header and footer; foldmarkcolor, if defined, colors foldmark 1
v0.4	General: options shift, currency, cityzip added norwegian trans-		

Index

- Symbols**
- `\@hft` . . . 19, 263, 428, 432, 436, 440, 448
 - `\@isoarg` 231, 232, 237, 239, 242, 250, 253–255
 - `\@isoday` 229, 235
 - `\@isodigits` 250, 251, 253–255
 - `\@isomakedate` 26, 114, 230
 - `\@isomonth` . . . 228, 234
 - `\@isotoday` . . . 231, 232
 - `\@isoyear` 227, 233
 - `\@xshift` 20, 23
 - `\@xyshift` 20, 22
 - `\@yshift` 20, 23
 - `\^` 666

 - `_` . . . 197, 273, 391, 400, 402, 405, 407
- A**
- `\accept` 24, 32, 296, 468, 518
 - `\acceptaccount` . 24, 147, 148, 297, 546
 - `\acceptaddress` . 24, 149, 150, 298, 530
 - `\acceptcents` 24, 151, 152, 299, 550, 558
 - `\acceptdesc` . . . 24, 155, 156, 300, 526
 - `\acceptdescription` 24, 153, 154, 301, 522
 - `\accepteuros` 24, 157, 158, 302, 542, 554
 - `\acceptreference` 24, 159, 160, 303, 534, 538
 - `\acceptreferenceskip` 171, 538
 - `\accepttype` . . . 144, 468
 - `\accountdata` . 8, 27, 269
 - `\accountdatatext` 270, 561, 598, 634, 670, 706, 743, 781, 815, 854, 897
 - `\accountname` . . . 24, 136, 276, 277, 304
 - `\accountnametext` 277, 562, 599, 635, 671, 707, 744, 782, 816, 855, 898
 - `\accountno` 24, 134, 275, 305
 - `\accountnotext` 275, 563, 600, 636, 672, 708, 745, 783, 817, 856, 899
- `\addresscenter` 21, 59, 60, 306, 411
- `\addresswidth` 21, 61, 62, 307, 411
- `\addtolength` 14
- `\american` 20
- `\amounttext` . . . 361, 564, 601, 637, 673, 709, 746, 784, 818, 857, 900
- `\areacode` 22, 85, 86, 99, 308
- `\AtEndOfClass` 346
- `\autograph` 8, 24, 25, 175, 309
- `\autographA` 479
- `\autographB` 480
- `\autographC` 481
- `\autographD` 482
- `\autographE` 483
- `\autographF` 484
- `\autographG` 485
- `\autographH` 486
- `\autographversion` 127, 128, 476, 488
- B**
- `\bic` . . . 24, 138, 286, 310
- `\bodyshift` 22
- C**
- `\c` 567, 592
- `\Cbox` 31
- `\ccname` 565, 602, 638, 674, 710, 747, 785, 819, 858, 901
- `\cellphone` 22, 91, 92, 311, 459
- `\cellphonetext` 459, 566, 603, 639, 675, 711, 748, 786, 820, 859, 902
- `\chamber` 24, 140, 141, 312
- `\chambertext` 567, 604, 640, 676, 712, 749, 787, 821, 860, 903
- `\city` 20, 47, 48, 197, 313
- `\cityzip` 20
- `\cityzipfalse` 28
- `\cityziptrue` 27
- `\ClassError` . . . 177, 180, 240, 243, 246, 252, 256, 257
- `\ClassWarning` 387
- `\closing` 23, 123, 124, 194, 314, 477, 478
- `\closingfalse` 376
- `\closingskip` 23, 125, 126, 478
- `\closingtrue` 373
- `\color` 19, 399, 401, 404, 406, 465
- `\company` 20, 40, 41, 201, 218, 315
- `\country` 20, 49, 50, 212, 221, 316
- `\countrycode` 20, 51, 52, 55, 317
- `\currency` 24, 142, 143, 318, 361
- D**
- `\date` 23, 115, 402, 405, 442, 591, 628, 664, 700, 736, 773, 809, 845, 884, 927
- `\datetext` 440, 568, 605, 641, 677, 713, 750, 788, 822, 861, 904
- `\day` 229, 235, 255, 257, 591, 628, 664, 700, 736, 773, 809, 845, 884, 930
- `\daystext` 273, 569, 606, 642, 678, 714, 751, 789, 823, 862, 905
- `\descriptiontext` 360, 570, 607, 643, 679, 715, 752, 790, 824, 863, 906
- `\dutch` 20
- E**
- `\email` 22, 97, 98, 319, 461
- `\emailtext` . . . 461, 571, 608, 644, 680, 716, 753, 791, 825, 864, 907
- `\enclosures` 24, 131, 132, 320, 491, 493, 495
- `\enclosurestext` 494, 572, 609, 645, 681, 717, 754, 792, 826, 865, 908
- `\enclosuretext` 494, 573, 610, 646, 682, 718, 755, 793, 827, 866, 909
- `\english` 20
- F**
- `\fax` . 22, 93, 94, 321, 460
- `\faxtext` 460, 574, 611, 647, 683, 719, 756, 794, 828, 867, 910
- `\fill` 20
- `\fold` 23

T		
<code>\Tbox</code>	32	
<code>\temp</code>	187, 188	
<code>\term</code>	24,	
	133, 272, 273, 337	
<code>\termtext</code>	273,	
	583, 620, 656,	
	692, 728, 765,	
	803, 837, 876, 919	
<code>\textblockorigin</code> . .	23	
<code>\textsf</code>	201	
<code>\textskip</code>	81,	
	422, 423, 453, 470	
<code>\thelettercount</code> . . .		
 400, 407, 498	
<code>\theresult</code>	238, 246, 252	
<code>\thestring</code>		
	. 240, 241, 243,	
	244, 250, 253–255	
<code>\to</code>	21	
<code>\toaddress</code>	64,	
	65, 67, 68, 418, 530	
<code>\today</code>	391	
<code>\toname</code>	63, 67, 391,	
	402, 405, 418, 530	
<code>\totaltext</code>	371,	
	584, 621, 657,	
	693, 729, 766,	
	779, 838, 877, 920	
<code>\totext</code>	402, 405,	
	585, 622, 658,	
	694, 730, 767,	
	804, 839, 878, 921	
<code>\Treatments</code>	249	
U		
<code>\Undefined</code>		
	. 18, 41, 44, 46,	
	48, 50, 52, 54,	
	64, 86, 115, 122,	
	124, 130, 442, 488	
V		
<code>\v</code>	783, 797, 807, 808	
<code>\value</code>	390	
<code>\vatno</code>	24,	
	139, 289, 290, 338	
<code>\vatnotext</code>	290,	
	586, 623, 659,	
	695, 731, 768,	
	805, 840, 879, 922	
<code>\vattext</code>	587, 624, 660,	
	696, 732, 769,	
	780, 841, 880, 923	
W		
<code>\wacceptaccount</code>	168, 545	
<code>\wacceptaddress</code>	170, 529	
<code>\wacceptcents</code>	164, 549	
<code>\wacceptct</code>	167, 557	
<code>\wacceptdesc</code>	169, 525	
<code>\wacceptdescription</code>		
 161, 521	
<code>\wacceptteur</code>	166, 553	
<code>\wacceptteuros</code>	163, 541	
<code>\wacceptref</code>	162, 537	
<code>\wacceptreference</code>		
 165, 533	
<code>\website</code>		
	22, 95, 96, 339, 457	
<code>\websitetext</code>	457,	
	588, 625, 661,	
	697, 733, 770,	
	806, 842, 881, 924	
<code>\who</code>	20,	
	43, 44, 209, 340, 351	
X		
<code>\xacceptaccount</code>	168, 543	
<code>\xacceptaddress</code>	170, 527	
<code>\xacceptcents</code>	164, 547	
<code>\xacceptct</code>	167, 555	
<code>\xacceptdesc</code>	169, 523	
<code>\xacceptdescription</code>		
 161, 519	
<code>\xacceptteur</code>	166, 551	
<code>\xacceptteuros</code>	163, 539	
<code>\xacceptref</code>	162, 535	
<code>\xacceptreference</code>		
 165, 531	
<code>\xaddress</code>	56–58, 411	
<code>\xfold</code>	102–104, 464	
<code>\xproc</code>	65, 67	
Y		
<code>\yacceptaccount</code>	168, 544	
<code>\yacceptaddress</code>	170, 528	
<code>\yacceptcents</code>	164, 548	
<code>\yacceptct</code>	167, 556	
<code>\yacceptdesc</code>	169, 524	
<code>\yacceptdescription</code>		
 161, 520	
<code>\yacceptteur</code>	166, 552	
<code>\yacceptteuros</code>	163, 540	
<code>\yacceptref</code>	162, 536	
<code>\yacceptreference</code>		
 165, 532	
<code>\year</code>	227, 233,	
	253, 348, 442,	
	594, 631, 667,	
	703, 740, 776,	
	812, 848, 894, 930	
<code>\yfold</code>	100,	
	101, 105–107, 464	
<code>\yourletter</code>	23,	
	112, 113, 341, 429	
<code>\yourlettertext</code>		
 387, 428,	
	589, 626, 662,	
	698, 734, 771,	
	807, 843, 882, 925	
<code>\yourref</code>	23,	
	110, 111, 342, 433	
<code>\yourreftext</code>	432,	
	590, 627, 663,	
	699, 735, 772,	
	808, 844, 883, 926	
<code>\yproc</code>	66, 68	
Z		
<code>\zip</code>	20, 53, 54, 197, 343	
<code>\zippedcity</code>	197, 211, 220	