

# 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

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\*This file describes version v1.12, last revised 2021/02/20.

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# 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 class<sup>1</sup>, 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.<sup>2</sup> 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.<sup>3</sup>

The general setup of a document producing one or more letters is (see figures 1-3, page 14-15, 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 17):

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

This document describes several examples. The distribution contains a directory `examples` where each of these has a complete set of files, ready to experiment with.

## 2 Class options

The `isodoc` class is based on the `article` class and you can use the same class options. Note, however, that if you change the font size from its default (10pt) to an other value (11pt, 12pt) this applies to all text, including headings, address label, et cetera. This is normally not what you want. If you really want to change the font size of, for example, the text body, do so with the usual font commands. Doing so will result in poorly balanced document, however.

## 3 Options for `\setupdocument`

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.

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<sup>1</sup>CTAN: `ntgclass/briefdoc.pdf`

<sup>2</sup>CTAN: `textpos/textpos.pdf`

<sup>3</sup>If you archive your documents in their source form only, it may be wise to work without a style file and set all options in the document itself!

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, payment 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 language option sets the language, `en-GB` is used by default.

<code>language= ...</code>	sets the interface language to any language defined by the class. Currently these are: <code>en-GB</code> , <code>en-US</code> , <code>fr-FR</code> , <code>de-DE</code> , <code>nl-NL</code> , <code>nl-BE</code> , <code>it-IT</code> , <code>es-ES</code> , <code>ca-ES</code> , <code>nb-NO</code> , <code>sr-RS</code> ; the hyphens in these names are optional, so you can, for example, also write <code>enGB</code> .
<code>ordinalss</code>	sets ordinal suffixes in dates (like <code>st</code> , <code>nd</code> , <code>rd</code> , <code>th</code> ) superscripted. The default is to keep them on the line. Note that you must use this option <i>before</i> any language option.

The definitions for the languages are in macros named `\isodoc@xxYY`, where `xx` stands for the language, and `YY` for regional variants. These macros contain definitions like:

```
\gdef\phonetext{telephone}
```

If you are not satisfied with isodoc's choices for your language, you can change those, but *only after loading the language in the preamble*, that is: you need to choose your language in a style file or in the `\setupdocument` statement, because otherwise isodoc will overwrite your changes with the definition for the `en-GB` (English) language.

## 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`, `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>logo</code>	Switches the logo on; this is the default, but still useful if you have used the <code>noLogo</code> option in your style file.
<code>noLogo</code>	Switches the logo off. This is useful if you have defined your own logo and have letter paper preprinted with that logo. You can then use <code>noLogo</code> for the paper version and <code>logo</code> for a PDF to be sent by email.
<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.

logoaddress= ...	Contact person's data; use \\ commands for line breaks. If you don't define this option, the data will be constructed from the following options.
who= ...	Contact person's name; probably your own name.
street= ...	Street in the sender's address.
city= ...	City in the sender's address.
zip= ...	Zip in the sender's address.
cityzip	Place zip <i>after</i> city, instead of before it (the default).
country= ...	Country in the sender's address. Only used if <code>foreign</code> 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.

### 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.

<code>leftaddress</code>	Places the window over columns 2 and 3; this is the default.
<code>rightaddress</code>	Places the window over columns 4 and 5.
<code>addresscenter= ...</code>	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. <sup>4</sup>
<code>addresswidth= ...</code>	The address window's width. The default is 70 mm (2 columns).
<code>to= ...</code>	The addressee's address. New lines can be introduced with the \\ command; lines longer than 70 mm will cause extra newlines. The first part of this address, up to the first \\, is considered to be the name of the addressee, and is reported in the headings of page 2 and subsequent pages. <sup>5</sup>
<code>[no]return</code>	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 <code>company</code> , <code>street</code> , <code>zip</code> , <code>city</code> , and <code>country</code> 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 <code>foreign</code> keyword has been used.
<code>returnaddress= ...</code>	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 <code>returnaddress</code> keyword you can redefine the return address. Use \\ to insert bullets.

<sup>4</sup>The middle of the window is at  $50+30/2=65$  mm from the top of the envelope; the paper is folded (see the folding options below) to give the folded paper a tolerance of 1.5mm on both sides in the envelope, so the address should be placed 1.5 mm higher at  $65-1.5=63.5$  mm.

<sup>5</sup>German users may want to create an address starting with *Herrn* on the first line and the addressee's name (*Hansen*) on line 2, and still have *Herrn Hansen* in the page header of page 2. You can do that by replacing the first "\\ " with "\\newline \ ".

## 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 <code>yyyymmdd</code> or <code>yyyy-mm-dd</code> ; 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», that is: the date of <code>\today</code> is not the default as this would make the date untraceable from the document source only. However, you can force the use of <code>\today</code> by providing the string <code>today</code> ( <i>not \today!</i> ) 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, and over the full text width, in a two-column table with "Subject:" (or the current language's equivalent) in the first column and the text, raggedright, in the second column. Use newlines if you want to restrict the width of the text. In some languages (de-DE) the "Subject:" is omitted and the subject text is typeset in bold face.

## 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
openingcomma= ...	by default, the opening phrase is followed by a comma, but you can change that here.
closing= ...	Regards
closingcomma= ...	by default, the closing phrase is followed by a comma, but you can change that here.
signature= ...	Betty
autograph= ...	This keyword can have one of the 10 values 0–9: <ul style="list-style-type: none"><li>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).</li><li>1: generates extra whitespace between signature and closing for a hand-written autograph. The amount of whitespace is <code>\signatureskip</code>.</li><li>2–9: inserts one of eight autograph images which, with the <code>\autograph</code> command, may have been defined in the style file.</li></ul>

enclosures= ...	This keyword can be used to add a note, at the end of the document, which starts with <b>Enclosure:</b> followed by the value of the keyword. Multiple enclosures can be separated with \\ commands. If those are found, the starting text will be <b>Enclosures:</b> . It appears under the closing, with a white line in between. <sup>6</sup>
copyto= ...	This keyword can be used to add a note, at the end of the document, which starts with <b>Copy to:</b> followed by the value of the keyword. Multiple entries can be separated with \\ commands. It appears under the enclosures or, if those are absent, the closing, with a white line in between. <sup>7</sup>

## Footer fields

Footer fields are meant to be used for contact information. Any other information, like a VAT number, should go to a relevant place. The VAT number, for example, could go to the payment information in an invoice. Or it can be incorporated into a user- defined logo.

If the footer option is used, up to five footer fields are shown in the order defined in the footorder option; available fields, defined with options of the same name, are currently website, phone, cellphone, fax and email.

[no]footer	enables or disables printing a page footer; there is room for up to four fields, if you set five fields, the last one will appear in the right margin.
footorder= ...	changes the order of footer fields. The argument should be a semicolon (;) separated list of field names. By default this string is defined as website;phone;cellphone;email. Empty fields can be inserted with extra semicolons.
phoneprefix	prefix for phone numbers. The default is 0; it will be changed into +nn\, (where nn is the area code) if the foreign option is used.
phone= ...	if defined <sup>8</sup> , and phone occurs in the footorder string, prints «phone» in the page footer, with the contents under it, prefixed with a 0 or, if the foreign option was used, the area code (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.

<sup>6</sup>The whitespace in between can be influenced (preferably in a style file) with the dimen \enclosureskip, default \baselineskip. Alternatively, set \enclowntrue to move the enclosures to the bottom of the page.

<sup>7</sup>The whitespace in between can be influenced with the dimen \copytoskip, default \baselineskip

<sup>8</sup>If you leave the footer entries undefined, or you define them as an empty string such as phone=, or phone={}, the entry will be displayed as «undefined» on a pink background. This may be useful in style files used by more than one user, each with their own values for these footer entries. If such a user forgets to use the corresponding key, he will be warned by the pink background.

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 `\paymentdata` command, which generates a little table containing these data. The contents of this table can be defined with the keywords below; they are listed in the order presented here, but the order, as well as the selection of data can be modified with the `paymentorder` option. Only non-empty data will be listed.

<code>term= ...</code>	Payment term in days; default is 30.
<code>bankname= ...</code>	The name of your bank, like Barclays.
<code>bic= ...</code>	Your bank's BIC code in lower case; will be typeset in small caps.
<code>routingno= ...</code>	Your bank's routing number.
<code>iban= ...</code>	Your account's IBAN code in lower case; will be typeset in small caps.
<code>accountno= ...</code>	Your bank account number.
<code>accountname= ...</code>	Your bank account's ascription, probably your initials, followed by your last name.
<code>payref= ...</code>	Reference to the invoice. If, before the <code>\invoice</code> call, it's empty, it will be replaced with the value of <code>\ourref</code> (used in the header fields, may also be empty.) Suppress it by making it empty in the <code>\invoice</code> call itself: <code>\invoice [payref=]{...}</code> .
<code>vatno= ...</code>	Your VAT reference number.
<code>chamber= ...</code>	Your Chamber of Commerce subscription number.
<code>paymentorder= ...</code>	Sets the selection and order of the above data. The argument must be semicolon-separated string containing the names of the data to be listed (if non-empty.) The default for the string is <code>term;bankname;bic;routingno;iban;accountno;accountname;payref;vatno;chamber</code> .
<code>currency= ...</code>	Currency; default is euro. Appears in the invoice table, not in the payment data table.
<code>creditorid= ...</code>	The SEPA-related creditor id. <sup>9</sup>
<code>mandateid= ...</code>	The SEPA-related mandate id.

## Accept data

These keys pertain to data needed for accept forms:

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

<sup>9</sup>Currently the texts for the `creditorid` and `mandateid` options, which are defined in `\creditoridtext` and `\mandateidtext`, are the same in all languages («Creditor ID» and «Mandate ID») except for the Dutch language. Please inform the author about the correct translation in your language!

## Miscellaneous

<code>[no]fill</code>	Use the <code>fill</code> keyword to justify text both left and right; the default is <code>nofill</code> : left justification only.
<code>shift=...</code>	The many text positions in <code>isodoc</code> are defined in millimeters, but sometimes printers show an aberration in their horizontal or vertical printing position. You can correct for this with the <code>shift = x,y</code> option, where <code>x</code> and <code>y</code> (both 0 by default) shift the output to the right and down, respectively, in millimeters.
<code>[no]vertical</code>	Invoice tables are printed with a vertical line between description and amount. The <code>novertical</code> option suppresses this, the <code>vertical</code> option restores it.

## 4 Commands

<code>\showkeys</code>	The <code>\showkeys</code> command can be useful for debugging. It prints a table showing the option keys described in the previous section, and their current values.																																													
<code>\setupdocument</code>	<p>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 <code>\setupdocument</code> 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 <code>addresscenter</code> (see there.) Values need their surrounding <code>{}</code>'s only if they contain any comma's. The <i>Options</i> section explains the available options.</p> <p>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:</p> <table><tr><td><code>acceptaccount</code></td><td><code>areacode</code></td><td><code>country</code></td><td><code>mandateid</code></td><td><code>street</code></td></tr><tr><td><code>acceptaddress</code></td><td><code>bankname</code></td><td><code>countrycode</code></td><td><code>opening</code></td><td><code>subject</code></td></tr><tr><td><code>acceptcents</code></td><td><code>bic</code></td><td><code>creditorid</code></td><td><code>ourref</code></td><td><code>term</code></td></tr><tr><td><code>acceptdesc</code></td><td><code>cellphone</code></td><td><code>currency</code></td><td><code>payref</code></td><td><code>vatno</code></td></tr><tr><td><code>acceptdescription</code></td><td><code>chamber</code></td><td><code>email</code></td><td><code>phone</code></td><td><code>website</code></td></tr><tr><td><code>accepteuros</code></td><td><code>city</code></td><td><code>enclosures</code></td><td><code>phoneprefix</code></td><td><code>who</code></td></tr><tr><td><code>acceptreference</code></td><td><code>closing</code></td><td><code>fax</code></td><td><code>returnaddress</code></td><td><code>yourletter</code></td></tr><tr><td><code>accountname</code></td><td><code>company</code></td><td><code>iban</code></td><td><code>routingno</code></td><td><code>yourref</code></td></tr><tr><td><code>accountno</code></td><td><code>copyto</code></td><td><code>logoaddress</code></td><td><code>signature</code></td><td><code>zip</code></td></tr></table> <p>So you could write in your letter: «Please send the money to my bank account: <code>\accountno</code> as soon as possible.»</p>	<code>acceptaccount</code>	<code>areacode</code>	<code>country</code>	<code>mandateid</code>	<code>street</code>	<code>acceptaddress</code>	<code>bankname</code>	<code>countrycode</code>	<code>opening</code>	<code>subject</code>	<code>acceptcents</code>	<code>bic</code>	<code>creditorid</code>	<code>ourref</code>	<code>term</code>	<code>acceptdesc</code>	<code>cellphone</code>	<code>currency</code>	<code>payref</code>	<code>vatno</code>	<code>acceptdescription</code>	<code>chamber</code>	<code>email</code>	<code>phone</code>	<code>website</code>	<code>accepteuros</code>	<code>city</code>	<code>enclosures</code>	<code>phoneprefix</code>	<code>who</code>	<code>acceptreference</code>	<code>closing</code>	<code>fax</code>	<code>returnaddress</code>	<code>yourletter</code>	<code>accountname</code>	<code>company</code>	<code>iban</code>	<code>routingno</code>	<code>yourref</code>	<code>accountno</code>	<code>copyto</code>	<code>logoaddress</code>	<code>signature</code>	<code>zip</code>
<code>acceptaccount</code>	<code>areacode</code>	<code>country</code>	<code>mandateid</code>	<code>street</code>																																										
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<code>acceptreference</code>	<code>closing</code>	<code>fax</code>	<code>returnaddress</code>	<code>yourletter</code>																																										
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<code>accountno</code>	<code>copyto</code>	<code>logoaddress</code>	<code>signature</code>	<code>zip</code>																																										
<code>\letter</code>	<p>The <code>\letter</code> 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 <code>key=value</code> 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 <code>key=value</code> pairs in <code>\setupdocument</code> or in the <code>\letter</code> command itself.</p> <p>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 <i>Usage: letters</i>.</p>																																													
<code>\invoice</code>	<p>The <code>\invoice</code> command is essentially the same as the <code>\letter</code> command, except that the opening is always «INVOICE», and the content (argument 2) is largely composed using the <code>\itable</code>, <code>\iitem</code>, <code>\itotal</code>, and <code>\paymentdata</code> commands described hereafter. Closing, autograph, and signature are disabled.</p> <p>In the Netherlands, invoices can be provided with an accept form on the lower third part of the page. If the <code>accept</code> option was used, this accept form will be filled with the available data, in the <code>ocrb</code> font where needed.</p>																																													
<code>\itable</code>	The following commands pertain to invoices: The <code>\itable</code> command uses <code>tabularx</code> 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 (EUR)». The argument of `\itable` should contain the contents of the table and could be of the form:

```

item 1 & amount 1\\
item 2 & amount 2\\
...
item n & amount n\\cline{2-2}
Total & amount\\

```

However, the next two commands may be used to enter these data more cleanly, and they provide better line spacings:

`\iitem` The `\iitem{item}{amount}` command (`iitem` stands for Invoice Item) is equivalent to writing `item & amount\\`.

`\itotal` The `\itotal[...]{amount}` command (`itotal` stands for Invoice total) is equivalent to writing: `\cline{2-2} Total & amount\\`, with the additional advantage that the word «Total» will be replaced with its equivalent in the current language, or, if the optional argument is given, with that optional argument. Thus, the argument to the `\itable` command show above can also be written:

```

\iitem{item 1}{amount 1}
\iitem{item 2}{amount 2}
\itotal[Subtotal]{amount}
...
\iitem{item n}{amount n}
\itotal{amount}

```

`\paymentdata` The `\paymentdata` 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 `term`, `bankname`, `bic`, `routingno`, `iban`, `accountno`, `accountname`, `payref`, `vatno` and `chamber`, in that order, and as far as they are non-empty.

`\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. In the following it is important to know that the closing always remains at the same position: two `\baselineskips` under the end of the text body; autographs and the signature will be positioned relative to this fixed closing.

The selected autograph (argument 1) will be drawn near the closing (*Best regards*) if you use the `autograph` option with a value from 2 through 9. The position of the signature (*Betty*) will depend on the argument 4 of `\autograph`. `\autograph` has 6 arguments, defined in the table below. The arguments 3, 4 and 5 are integer percentages of the height of the image (argument 2). This means that you can change the height of the image and still keep the positions of closing, signature and the left margin at the same relative positions in the image. These percentages may be negative, or larger than 100%.

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

#### How to design an autograph in 4 steps:

1. Make a scan of your signature on a white background. Remove the white background using an image manipulation program such as the `gimp` (*layer*  $\Rightarrow$  *transparency*  $\Rightarrow$  *color to alpha*) and save it as a PNG image. Removing the background is only necessary if you plan to move the image over the text body, which would then be covered by the white

- background – closing and signature will be printed *over* the image.
- 2. Guess where you want the closing’s baseline to appear in the image, expressed as an integer percentage of the image height from the top of the image. Use this number for argument 3.
- 3. Same for the signature, to use as argument 4.
- 4. Same for the text body margin: distance of it from the left side of the image, expressed as an integer percentage of the image *height*.

`\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 13.

Several symbols are frequently used in letters and invoices. These are usually taken from `marvosym.sty`; however, `marvosym` collides frequently with command names used in `isodoc`. So they have gotten their own names here:

	command	ASCII	result
<code>\LetterSymbol</code>			
<code>\EuroSymbol</code>			
<code>\EUR</code>	<code>\LetterSymbol</code>	66	☒
<code>\EmailSymbol</code>	<code>\EuroSymbol</code>	164	€
<code>\PhoneSymbol</code>	<code>\EUR</code>	99	€
<code>\MobileSymbol</code>	<code>\EmailSymbol</code>	107	✉
	<code>\PhoneSymbol</code>	84	☎
	<code>\MobileSymbol</code>	72	📞

## 5 Usage: letters

Usage of the class is best explained by example.

### 5.1 A simple letter

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

```

\documentclass{isodoc}
\usepackage{letter,kantlipsum}
\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,
  copyto = {Dutch TeX User group, NTG},
  subject = An example letter using the isodoc class --
            with an extra long subject extending over two lines.,
  autograph,foreign
}
\begin{document}
\letter[language=itIT]{
  This letter was composed using the \LaTeX{} isodoc class.
  \par\kant[1]
}
\end{document}

```

This source essentially shows three items:

- 1. the inclusion of a package `letter`; 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`.

## The Letter Company

---

Wybo Dekker  
Deisedijk 60  
NL-4158 CH Deil  
The Netherlands

Letter Cy • Deisedijk 60 • Deil

---

TeX Users Group  
1466 NW Naito Parkway, Suite 3141  
Portland, OR 97208-2311  
U.S.A

Vostra lettera del	Vostro riferimento	Nostro riferimento	Data
		1029	Undefined date

Oggetto: An example letter using the isodoc class – with an extra long subject extending over two lines.

L.S.,

This letter was composed using the L<sup>A</sup>T<sub>E</sub>X isodoc class.

As any dedicated reader can clearly see, the Ideal of practical reason is a representation of, as far as I know, the things in themselves; as I have shown elsewhere, the phenomena should only be used as a canon for our understanding. The paralogisms of practical reason are what first give rise to the architectonic of practical reason. As will easily be shown in the next section, reason would thereby be made to contradict, in view of these considerations, the Ideal of practical reason, yet the manifold depends on the phenomena. Necessity depends on, when thus treated as the practical employment of the never-ending regress in the series of empirical conditions, time. Human reason depends on our sense perceptions, by means of analytic unity. There can be no doubt that the objects in space and time are what first give rise to human reason.

**Allegati:**  
isodoc documentation  
LPPL documentation

**Per conoscenza a:**  
Dutch TeX User group, NTG

sito web	telefono	cellulare	e-mail
<a href="http://www.xs4all.nl">www.xs4all.nl</a>	+31 87 8748496	Undefined cellphone	<a href="mailto:wybo@xs4all.nl">wybo@xs4all.nl</a>

Figure 1: Minimal letter example

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 letter package plays its part. Here is an example of such a style file:

```

\NeedsTeXFormat{LaTeX2e}[1999/12/01]
\ProvidesPackage{letter}
  [2010/08/21 v1.1 Letter Company style file for isodoc]
\RequirePackage{pxfonts}
\definecolor{headcolor}{gray}{.3}
\definecolor{headingcolor}{gray}{.3}
\enclowntrue

\setupdocument{return, footer, fold3,
  areacode      = 31,
  autograph     = 0,
  city          = Deil,
  closing       = Best regards,
  company       = The Letter Company,
  country       = The Netherlands,
  countrycode   = NL,
  email         = wybo@xs4all.nl,
  opening       = L.S.,
  phone         = 87\,8748496,
  returnaddress = Letter Cy\Deilsedijk 60\Deil,
  signature     = W.H.~Dekker,
  street        = Deilsedijk 60,
  website       = www.xs4all.nl,
  who           = Wybo Dekker,
  zip           = 4158 CH,
}
\autograph{2}{35mm}{34}{83}{28}{signmarked}

```

So in the style file, too, `\setupdocument` is used to register information that will be 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 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 the option `autograph`, which has a default value of 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 *height* (argument 2), *closing* (3), *signature* (4), and *outdent* (5) 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.
- Note that the footer fields include a cellphone field, but the cellphone number has not been defined, which results in an error message.

## 5.2 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 (`logoletter.sty`):

```
\NeedsTeXFormat{LaTeX2e}[1999/12/01]
\ProvidesPackage{logoletter}
  [2010/08/21 v1.1 logoletter style file for isodoc]
\usepackage{fontspec,polyglossia}
\hypersetup{hidelinks}
\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\,8748496},
  cellphone    = {6\,15492070},
  fax          = {},
  website      = wybo.xs4all.nl,
  email        = wybo@xs4all,
  accountno    = {304046221},
  iban         = nl61pstb0006238747,
  bic          = pstbnl21,
  addresscenter = 70,
  rightaddress
}
\autograph{2}{19mm}{17}{93}{21}{signblue}

\definecolor{headcolor}{rgb}{.14,.33,.43}
\definecolor{shivablue}{rgb}{.14,.33,.43}
\definecolor{shivaback}{rgb}{.97,.87,.71}

\renewcommand{\logo}{\if@isodoclogo
  \pagecolor{shivaback}
  \begin{textblock}{70}(15,13)
    \includegraphics[scale=.3]{shiva-shakti.png}
  \end{textblock}
  \begin{textblock}{105}(88,15)
    \begin{center}
      \fontspec{ChopinScript}
      \noindent\color{shivablue}{\Huge The Shiva Shakti Foundation}\[2ex]
      Main Building\quad
      567\textsuperscript{th} floor\quad
      Room 123\quad
    \end{center}
  \end{textblock}
}
```

```

        Bangkok
    \end{center}
\end{textblock}\fi
}
\setmainfont[Ligatures=TeX]{Fontin}
\setdefaultlanguage{english}
\setotherlanguage{dutch}

```

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:

```

%!lualatex
\documentclass[11pt,twoside]{isodoc}
\usepackage{logoletter}
\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,
    language = en-GB
}
\newcommand{\letterbody}{%
    This is an example of a letter made with the isodoc class.
    It has been compiled with luaLaTeX.
    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 Fontin.
    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; note that language setting has
    nothing to do with the language setting in \textbackslash setupdocument.
    \[2ex]
    \begin{dutch}
        \par\input{body}
    \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.



## The Shiva Shakti Foundation

Main Building 567<sup>th</sup> floor Room 125 Bangkok

Wybo Dekker  
Deilsedijk 60  
4158 CH Deil

Your letter of	Your reference	Our reference	Date
May 12	MAPS #34	1029	20th February 2021
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 luaLaTeX. 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 Fontin. The text<sup>1</sup> has no meaning, its only goal is to get a long letter. It's in dutch, so we select that language; note that language setting has nothing to do with the language setting in `\setupdocument`.

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 circa 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

<sup>1</sup>gathered from the TeX-distribution

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

---

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 bijvoorbeeld als extra lettersoort vet-cursief, halfvet, extra vet, versmald en verbreed hebben.

- De interlinie: het wit tussen twee regels.
- De regelafstand: de grootte van de letter (het korps) 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 zogenaamde 'hoerenjong'). Zo bestaat er onder andere 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,<sup>2</sup> 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,



Wyb Dekker

**Enclosure:**  
Isodoc documentatie

---

<sup>2</sup>en wat u nog maar zelf kunt bedenken...

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



## 6 Usage: invoices

### 6.1 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{isodoc}
\usepackage{invoice}
\setupdocument{
  ourref = 8234,
  date = 20060401,
  subject = Declaratie verzending aanmaningen,
  to = NTG\\Maasstraat 2\\5836 BB Sambeek
}
\begin{document}
\invoice[payref=123]{
  \itable{
    \iitem{enveloppen}{6,60}
    \iitem{postzegels}{9,00}
    \itotal[Subtotaal]{15,60}
  }
  \\[3ex]\paymentdata
}
\end{document}
```

The invoice style file used here looks like:

```
\NeedsTeXFormat{LaTeX2e}[1999/12/01]
\ProvidesPackage{invoice}
  [2010/08/21 v1.1 example style for isodoc]
\RequirePackage[english,dutch]{babel}

\setupdocument{
  accountname = W.H.\,Dekker,
  addresscenter = 67,
  areacode = 31,
  cellphone = 6\,3033\,3955,
  city = Deil,
  company = Wybo Dekker,
  country = The Netherlands,
  countrycode = NL,
  email = wybo@xs4all.nl,
  fold3,
  footer,
  iban = \scshape nl94rabo0304046221,
  language = nl-NL,
  opening = L.S.,
  phone = 87\,8748496, % phone numbers without leading 0:
  return,
  street = Deilsedijk 60,
  term = 14,
  website = www.xs4all.nl,
  who = Wybo Dekker,
  zip = 4158 CH,
}
```

The result is shown in figure 4.



## 6.2 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{accept}
\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]
  \paymentdata
}
\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.

## 7 Example files

`isodoc` comes with several examples. Each example has a source file, a style file, and some image files. The files can be generated from `isodoc.dtx` by running `luatex isodoc.ins`. After that, they can all be compiled, together with the `isodoc` documentation, by running `make`. If you want to experiment with the examples by changing them, then compile them individually with `make <example>.pdf`, because with just `make` the `isodoc` documentation will be recompiled, as the examples are part of it.



## 8 Implementation

The basis is the article class with all options:

```
1 \langle *class\rangle
2 \ifx\pdfoutput\undefined\else%
3 \ifnum\pdfoutput=1\else%
4 \ClassError{isodoc}{Compile me with pdflatex, lualatex or xelatex!}{}
5 \fi
6 \fi
7 \DeclareOption*{\PassOptionsToClass{\CurrentOption}{memoir}}
8 \ProcessOptions
9 \LoadClass{memoir}
```

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.

```
10 \RequirePackage{xcolor,tabularx,graphicx,xstring,calc}
11 \RequirePackage{forarray,longtable}
```

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.

```
12 \setstocksize{297mm}{210mm}
13 \settrimmedsize{\stockheight}{\stockwidth}{*}
14 \settypeblocksize{237mm}{140mm}{*}
15 \setlrmargins{*}{*}{1}
16 \setulmargins{35mm}{*}{*}
17 \setheadfoot{\baselineskip}{\baselineskip}
18 \checkandfixthelayout
19 \RequirePackage[absolute,overlay]{textpos}
20 \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

```
21 \definecolor{headcolor}{gray}{0}
22 \definecolor{headingcolor}{gray}{0}
23 \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

```
24 \RequirePackage{fancyhdr}
25 \pagestyle{fancy}
26 \AtBeginDocument{\addtolength{\headheight}{\baselineskip}}
```

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

```
27 \definecolor{isodocpink}{rgb}{1,.7,.7}
28 \def\Undefined#1{\fboxseplpt\colorbox{isodocpink}{\strut Undefined #1}}
```

<code>headfont</code>	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.
-----------------------	---

```
29 \def\headfont{\footnotesize\sffamily\color{headcolor}}
```

## 8.1 The options and their defaults

### 8.1.1 General options

shift	The default shift is 0mm,0mm. The shift option moves the output to the right and down: <pre>30 \def\xyshift#1,#2@@{\def\xshift{#1}\def\yshift{#2}} 31 \define@key{isodoc}{shift}{% 32   \xyshift#1@@ 33   \AtBeginDocument{\textblockorigin{\xshift mm}{\yshift mm}} 34 }</pre>
vertical novertical	The vertical option prints a vertical bar in invoices between description and amount - (this is the default), the novertical option suppresses it. <pre>35 \define@key{isodoc}{vertical}[\verticaltrue]{\verticaltrue} 36 \define@key{isodoc}{novertical}[\verticaltrue]{\verticalfalse} 37   \newif\ifvertical\verticaltrue</pre>
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: <pre>38 \define@key{isodoc}{foreign}[\foreigntrue]{\foreigntrue} 39   \newif\ifforeign\foreignfalse</pre>
cityzip	By default, the zip code is typeset before the city. The cityzip option reverses this: <pre>40 \define@key{isodoc}{cityzip}[\cityziptrue]{\cityziptrue} 41   \newif\ifcityzip\cityzipfalse</pre>
language	Set the language; en-GB, set at the \EndOfClass is the default. <pre>42 \define@key{isodoc}{language}{ 43   \StrSubstitute{#1}{-}{[\@iso]\csname isodoc@\@iso\endcsname}</pre>
ordinalss	Ordinal suffixes (like st, nd, rd, th) in dates are put on the line by default, but they can be set superscript with the ordinalss option: <pre>44 \define@key{isodoc}{ordinalss}[\@isodocordinalsstrue]{% 45   \ifx\yourlettertext\undefined% 46     \@isodocordinalsstrue 47   \else 48     \ClassError{isodoc}{ 49       You must use the ordinalss option before any language option} 50   \fi} 51   \newif\if@isodocordinalss\@isodocordinalssfalse</pre>
fill nofill	The default is to have left, but not right justification, allowing for hyphenation in extreme cases: <pre>52 \define@key{isodoc}{fill} []{\rightskip=1\rightskip} 53 \define@key{isodoc}{nofill}[]{\rightskip=0mm plus 35mm} 54   \rightskip=0mm plus 35mm</pre>

### 8.1.2 Logo

company logoaddress who street city zip country countrycode	The logo, by default, consists of a large company or personal name on top a rule, with a contact person's name (probably your own name) and address hanging under the rule. Its contents are defined by the following options: <pre>55 \define@key{isodoc}{logo}[\@isodoclogotrue]{\@isodoclogotrue} 56 \define@key{isodoc}{nologo}[\@isodoclogofalse]{\@isodoclogofalse} 57   \newif\if@isodoclogo\@isodoclogotrue 58 \define@key{isodoc}{company} {\def\company{#1}} 59   \def\company{\Undefined{company}} 60 \define@key{isodoc}{logoaddress}{\def\logoaddress{#1}} 61   \def\logoaddress{} 62 \define@key{isodoc}{who} {\def\who{#1}} 63   \def\who{\Undefined{who}} 64 \define@key{isodoc}{street} {\def\street{#1}} 65   \def\street{\Undefined{street}}</pre>
--	--

```

66 \define@key{isodoc}{city}      {\def\city{#1}}
67                                \def\city{\Undefined{city}}
68 \define@key{isodoc}{country}  {\def\country{#1}}
69                                \def\country{\Undefined{country}}
70 \define@key{isodoc}{countrycode}{\def\countrycode{#1}}
71                                \def\countrycode{\Undefined{countrycode}}
72 \define@key{isodoc}{zip}      {\def\zip{#1}}
73                                \def\zip{\Undefined{zip}}
74 \def\prezip{\ifforeign\countrycode-\else\fi}

```

### 8.1.3 Address window

**leftaddress** The address can be positioned vertically with the **addresscenter** option; the default is 63.5mm.  
**rightaddress** This is the vertical position of the center of the address. Horizontally, the address is positioned  
**addresscenter** either left or right, depending on the **leftaddress** or **rightaddress** options being used. In  
**addresswidth** 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.

```

75 \define@key{isodoc}{leftaddress} []{\def\xaddress{35}}
76                                \def\xaddress{35}
77 \define@key{isodoc}{rightaddress} []{\def\xaddress{105}}
78 \define@key{isodoc}{addresscenter} {\def@addresscenter{#1}}
79                                \def@addresscenter{63.5}
80 \define@key{isodoc}{addresswidth} {\def@addresswidth{#1}}
81                                \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:

```

82 \define@key{isodoc}{to}{\processto{#1}}\def\toname{Various people}
83                                \def\toaddress{\Undefined{to}}
84 \long\def\processto#1{\xproc #1\\@@@{\iffx\toaddress\empty
85     \else \yproc #1@@@\fi}
86 \long\def\xproc #1\\#2@@@{\gdef\toname{#1}\gdef\toaddress{#2}}
87 \long\def\yproc #1\\#2@@@{\gdef\toaddress{#2}}

```

**return** The default is to have no return address; but this can be changed by using the **return** (either  
**noreturn** in the style file or in the source) or, if the default was changed in the style file, remove it with  
**returnaddress** **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:

```

88 \define@key{isodoc}{return}    []{\returntrue}
89                                \newif\ifreturn\returnfalse
90 \define@key{isodoc}{noreturn}  []{\returnfalse}
91 \define@key{isodoc}{returnaddress}{\def\returnaddress{#1}}

```

### 8.1.4 Header

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

```

92 \define@key{isodoc}{header}    []{\headerttrue}
93                                \newif\ifheader\headerttrue
94 \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.

```

95 \define@key{isodoc}{bodyshift} {\advance\headerpos#1}
96 \newcount\headerpos\headerpos=98
97 \newcount\footerpos\footerpos=275
98 \newcount\subjectpos
99 \newcount\openingpos
100 \newcount\textskip

```

The `\paymentdata` command prints a tabular with payment data, as far as they are not empty. The selection and order of those data are defined with the `footorder` option; the default is to print all non-empty values.

```

101 \define@key{isodoc}{paymentorder} {\def\isodoc@paymentorder{#1}}
102 \def\isodoc@paymentorder{term;bankname;bic;routingno;iban;accountno;%
103 accountname;payref;vatno;chamber}

```

### 8.1.5 Footer

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

```

104 \define@key{isodoc}{footorder} {\def\isodoc@footorder{#1}}
105 \def\isodoc@footorder{website;phone;cellphone;email}
106 \define@key{isodoc}{footer} []{\footertrue}
107 \newif\iffooter\footerfalse
108 \define@key{isodoc}{nofooter}[]{\footerfalse}

```

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

```

109 \define@key{isodoc}{areacode} {\def\areacode{#1}}
110 \def\areacode{\Undefined{areacode}}
111 \define@key{isodoc}{phoneprefix}{\def\phoneprefix{#1}}
112 \def\phoneprefix{0}
113 \define@key{isodoc}{phone} {\def\phone{#1}}
114 \def\phone{}
115 \def\@phone{\Undefined{phone}}
116 \define@key{isodoc}{cellphone} {\def\cellphone{#1}}
117 \def\cellphone{}
118 \def\@cellphone{\Undefined{cellphone}}
119 \define@key{isodoc}{fax} {\def\x{#1}}
120 \def\x{}
121 \def\@fax{\Undefined{fax}}
122 \define@key{isodoc}{website} {\def\website{#1}}
123 \def\website{}
124 \def\@website{\Undefined{website}}
125 \define@key{isodoc}{email} {\def\email{#1}}
126 \def\email{}
127 \def\@email{\Undefined{email}}
128 \define@key{isodoc}{creditorid} {\def\creditorid{#1}}
129 \def\creditorid{}
130 \def\@creditorid{\Undefined{creditorid}}

```

### 8.1.6 Folding mark

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

```

131 \define@key{isodoc}{nofold}[]{\yfold=-1mm}
132 \newdimen\yfold\yfold=-1mm

```

`foldleft` The folding mark is in the right margin, but it can be moved to the left margin with the  
`foldright`



foldleft option, or, if made that the default in your style file, back to the right margin with the foldright option:

```
133 \define@key{isodoc}{foldleft}[]{\xfold=9mm}
134         \newdimen\xfold\xfold=201mm
135 \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.

```
136 \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.

```
137 \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:

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

### 8.1.7 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 139 \define@key{isodoc}{ourref}  {\def\ourref{#1}}
yourref 140         \def\ourref{}
yourletter 141 \define@key{isodoc}{yourref}  {\def\yourref{#1}}
142         \def\yourref{}
143 \define@key{isodoc}{yourletter}{\def\yourletter{#1}}
144         \def\yourletter{}
```

date The date must be entered in either of three formats: yyyy-mm-dd, yyyymmdd or the string today (*not* \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.

```
145 \define@key{isodoc}{date}{\@isomakedate{#1}}
```

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

```
146 \define@key{isodoc}{forcedate}{\def\@forcedate{#1}}\def\@forcedate{}
```

subject The subject is empty by default and will be typeset only if you give it a value.

```
147 \define@key{isodoc}{subject}{\def\subject{#1}}
148         \def\subject{}
```

opening The opening, something like «Dear Reader», is set by the opening option; the 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.

```
149 \define@key{isodoc}{opening}      {\def\opening{#1}}
150         \def\opening{\Undefined{opening}}
151 \define@key{isodoc}{openingcomma}{\def\@openingcomma{#1}}
152         \def\@openingcomma{,}
```

### 8.1.8 Closing, autograph, signature

closing The closing, something like «Best regards», is set by the closing option; the default is «Undefined closing». It will be separated from the text with whitespace, which can be changed, preferably in a style file, with the closingskip length, which is 2\baselineskip by default.

```
153 \define@key{isodoc}{closing}      {\def\closing{#1}}
154         \def\closing{\Undefined{closing}}
```

```

155 \define@key{isodoc}{closingcomma}{\def\@closingcomma{#1}}
156           \def\@closingcomma{,}
157 \define@key{isodoc}{closingskip}{\ClassError{isodoc}{
158   The closingskip option has been removed
159   in version 1.04; instead set the signatureskip length,
160   preferably in a style file}}

```

Some skips/booleans defined here to make it easier to redefine them in a style file. They precede the closing, copyto and enclosers and have no corresponding options (yet).

```

161           \newdimen\closingskip\closingskip=\baselineskip
162           \newdimen\signatureskip\signatureskip=2\baselineskip
163           \newdimen\copytoskip\copytoskip=\baselineskip
164           \newdimen\enclosureskip\enclosureskip=\baselineskip
165           \newif\ifencldown\encldownfalse

```

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):

```

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

```

signature The signature, something like «John Letterwriter», is set by the signature option; the default is «Undefined signature».

```

168 \define@key{isodoc}{signature}{\def\signature{#1}}
169           \def\signature{Undefined{signature}}

```

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

```

170 \define@key{isodoc}{enclosures} {\def\enclosures{#1}}
171           \def\enclosures{}

```

copyto Cc-ed names are set by the copyto option. There are none by default.

```

172 \define@key{isodoc}{copyto} {\def\copyto{#1}}
173           \def\copyto{}

```

### 8.1.9 Invoice specific data

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

```

bankname 174 \define@key{isodoc}{term}[30]{\def\term{#1 \daystext}}
bic      175           \def\term{}
routingno 176 \define@key{isodoc}{accountno} {\def\accountno{#1}}
iban     177           \def\accountno{}
accountno 178 \define@key{isodoc}{mandateid} {\def\mandateid{#1}}
accountname 179           \def\mandateid{}
vatno    180 \define@key{isodoc}{routingno} {\def\routingno{#1}}
chamber  181           \def\routingno{}
currency 182 \define@key{isodoc}{bankname} {\def\bankname{#1}}
         183           \def\bankname{}
         184 \define@key{isodoc}{accountname}{\def\accountname{#1}}
         185           \def\accountname{}
         186 \define@key{isodoc}{iban} {\def\iban{#1}}
         187           \def\iban{}
         188 \define@key{isodoc}{bic} {\def\bic{#1}}
         189           \def\bic{}
         190 \define@key{isodoc}{payref} {\def\payref{#1}}
         191           \def\payref{}
         192 \define@key{isodoc}{vatno} {\def\vatno{#1}}
         193           \def\vatno{}
         194 \define@key{isodoc}{chamber} {\def\chamber{#1}}
         195           \def\chamber{}
         196 \define@key{isodoc}{currency} {\def\currency{#1}}
         197           \def\currency{\EuroSymbol}

```

```

accept      If an accept form is to be printed, here are the options to fill in all the fields:
acceptaccount 198 \define@key{isodoc}{accept}[E05]{\def\accepttype{#1}
acceptaddress 199          \newfont\ocrb{ocrb10}
acceptcents   200          }
acceptdescription 201 \define@key{isodoc}{acceptaccount}    {\def\acceptaccount{#1}}
acceptdesc    202          \def\acceptaccount{}
accepteuross 203 \define@key{isodoc}{acceptaddress}    {\def\acceptaddress{#1}}
acceptreference 204          \def\acceptaddress{}
              205 \define@key{isodoc}{acceptcents}      {\def\acceptcents{#1}}
              206          \def\acceptcents{\Undefined{}}
              207 \define@key{isodoc}{acceptdescription}{\def\acceptdescription{#1}}
              208          \def\acceptdescription{}
              209 \define@key{isodoc}{acceptdesc}    {\def\acceptdesc{#1}}
              210          \def\acceptdesc{}
              211 \define@key{isodoc}{accepteuross}  {\def\accepteuross{#1}}
              212          \def\accepteuross{\Undefined{}}
              213 \define@key{isodoc}{acceptreference}{\def\acceptreference{#1}}
              214          \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 left-aligned (L) or centered (C) boxes:

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

```

215 \def\wacceptaccount{65}    \def\wacceptdesc{26}
216 \def\xacceptaccount{75}    \def\xacceptdesc{7}
217 \def\yacceptaccount{231.5} \def\yacceptdesc{241}
218 %
219 \def\wacceptaddress{90}    \def\waccepteuross{32}
220 \def\xacceptaddress{58}    \def\xaccepteuross{60}
221 \def\yacceptaddress{241}   \def\yaccepteuross{219}
222 %
223 \def\wacceptcents{13}      \def\waccepteur{21}
224 \def\xacceptcents{89}      \def\xaccepteur{14.4}
225 \def\yacceptcents{219}     \def\yaccepteur{231.5}
226 %
227 \def\wacceptct{9}          \def\wacceptreference{55}
228 \def\xacceptct{32}          \def\xacceptreference{125}
229 \def\yacceptct{231.5}      \def\yacceptreference{219}
230 %
231 \def\wacceptdescription{100} \def\wacceptref{30}
232 \def\xacceptdescription{105} \def\xacceptref{7}
233 \def\yacceptdescription{200} \def\yacceptref{212}

```

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

```
234 \newdimen\acceptreferenceskip\acceptreferenceskip=5.15mm
```

## 8.2 User Macros

Some symbols taken from `marvosym.sty`:

```

235 \newcommand{\@isodocsym}{%
236 \fontfamily{mvs}\fontencoding{U}%
237 \fontseries{m}\fontshape{n}\selectfont
238 }
239 \def\EuroSymbol    {\@isodocsym\char164}}
240 \def\EUROSymbol   {\@isodocsym\char99 }
241 \def\LetterSymbol {\@isodocsym\char66 }
242 \def\EmailSymbol  {\@isodocsym\char107}}
243 \def\PhoneSymbol  {\@isodocsym\char84 }
244 \def\MobileSymbol {\@isodocsym\char72 }}
245 \let\EUR\EuroSymbol

```

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.<sup>10</sup>

Arguments (positions and outdents are taken as integer percentages of the image height, from the top of the image):

- arg 1: 2,3,...9: autograph number; will be translated internally to define `\autographA`, `\autographB`... `\autographH`
- 2: height of the image
- 3: closing baseline position
- 4: signature baseline position
- 5: outdent in the margin
- 6: the image (jpg, png, pdf...)

#### `\autograph`

```

246 \newdimen\iso@outdent
247 \newdimen\iso@signpos
248 \newdimen\iso@down
249 \newdimen\iso@closingpos

```

The arguments 3-5 of `autograph` have changed from `dimens` in versions up to 0.11 to integer numbers in version 1.00 and later. The `iso@isNum` macro will prevent the appearance of incomprehensible error message by issuing a class error if one of the arguments is not a number.

```

250 \def\iso@isNum#1#2{%
251 \sbox\z@{\@tempcnta=0#1\relax}
252 \ifdim\wd0>\z@\relax\ClassError{isodoc}%
253 {Argument #2 of autograph must be a number!}%
254 {You are probably using the oldstyle autograph arguments}\fi
255 }
256 \def\autograph#1#2#3#4#5#6{%
257 \iso@isNum{#3}{3}\iso@isNum{#4}{4}\iso@isNum{#5}{5}
258 \ifnum #1<2
259 \ClassError{isodoc}
260 {autograph #1 cannot be changed (first arg must be 2..9)}{}
261 \fi
262 \ifnum #1>9
263 \ClassError{isodoc}
264 {autograph #1 cannot be changed (first arg must be 2..9)}{}
265 \fi
266 \bgroup
267 \lccode`2=`A \lccode`6=`E
268 \lccode`3=`B \lccode`7=`F
269 \lccode`4=`C \lccode`8=`G
270 \lccode`5=`D \lccode`9=`H
271 \lowercase{\def\temp{#1}}%

```

<sup>10</sup>Thanks, Hans Hagen and Piet van Oostrum, for its definition

```

272 \expandafter\egroup\expandafter\def\csname autograph\temp\endcsname{%
273   \vskip-2\baselineskip%
274   \setlength{\iso@down}{#2*#3/100-#2-2\baselineskip}
275   \setlength{\iso@outdent}{-#2*#5/100}
276   \setlength{\iso@signpos}{#2*(#4-#3)/100}
277   \hspace*{\iso@outdent}%
278   \raisebox{\iso@down}[0pt][0pt]{\includegraphics[height=#2]{#6}}%
279   \\\[\baselineskip]%
280   \ifx\closing\empty\else
281     \closing\@closingcomma\[\iso@signpos]\[-2\baselineskip]
282   \fi%
283   \signature%
284 }
285 }

```

### 8.2.1 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.

`\logo`

```

286 \newcommand{\zippedcity}{%
287   \ifcityzip\city\ \prezip\zip\else
288   \prezip\zip\ \city\fi
289 }
290 \newcommand{\logo}{\if@isodoclogo%
291   { \parskip=0pt\parindent=0pt
292     \begin{textblock}{140}[0,1](35,20)%
293       \textsf{\LARGE\company}\[-1.7ex] % large company name
294       \rule{\hsize}{.3pt} % on top a rule
295     \end{textblock}
296   }
297   \isodoc@Tbox{140}{22}{35}{\noindent
298     \footnotesize\sffamily
299     \ifx\empty\logoaddress%
300     \ifx\who\empty\else\who\\\fi
301     \ifx\street\empty\else\street\\\fi
302     \zippedcity
303     \ifforeign\\\country\fi
304     \else\logoaddress\fi
305   }\fi
306 }

```

`\returnaddress`

```

307 \def\returnaddress{%
308   \company\
309   \street\
310   \zippedcity
311   \ifforeign\\\country\fi
312 }

```

`\setupdocument`

```

313 \newcommand{\setupdocument}[1]{
314   \setkeys{isodoc}{#1}
315 }

```

`\@isomakedate`

`isomakedate` sets the `\year`, `\month` and `\day` counters for `\@iso@date`. The argument can have one of three forms:

1. `yyyymmdd`
2. `yyyy-mm-dd`
3. `today` that is: the string "today" (*not* `\today!`)

The resulting `\date` format depends on the language option, that is: the month is in that language, and the formatting is according to the usage in the language. The value for `dd` may be `00`; in that case the day will not be reported. Some examples, assuming language=en-GB:

2013-01-01 1st January 2013  
 2013-01-00 January 2013  
 20130101 1st January 2013  
 20130100 January 2013  
 today 3rd June 2013 assuming that's today's date

```

316 \newcount\@isoyear \@isoyear=\year \year=0
317 \newcount\@isomonth \@isomonth=\month
318 \newcount\@isoday \@isoday=\day
319 \def\@isomakedate#1{
320 \StrSubstitute[2]{#1}{-}{\@iso@arg]
321 \IfStrEq{\@iso@arg}{today}{
322 \year=\@isoyear
323 \month=\@isomonth
324 \day=\@isoday
325 }{\IfInteger{\@iso@arg}}{\ClassError{isodoc}{
326 Illegal date: not yyyyymmdd | yyyy-mm-dd | today}}{\fi}
327 \StrLeft{\@iso@arg}{4}{\@iso}\year=\@iso
328 \StrRight{\@iso@arg}{2}{\@iso}\day=\@iso
329 \StrMid{\@iso@arg}{5}{6}{\@iso}\month=\@iso
330 }
331 \ifnum\month > 12 \ClassError{isodoc}{Illegal date: month>12}{\fi}
332 \ifnum\day > 31 \ClassError{isodoc}{Illegal date: day>31}{\fi}
333 }

```

`\date` `\date` displays the date. Its value is that of `forcedate` if that option was used; otherwise it is undefined, unless the `date` option was used.

```

334 \def\date{%
335 \ifx\@forcedate\empty%
336 \ifnum\year=0\Undefined{date}\else\@isodate\fi
337 \else\@forcedate\fi
338 }

```

`\paymentdata` Print a table with payment information. Shows all on-empty data. However, if the value of `\payref` is empty, it will be replaced with `\ourref` (used in the header fields, may also be empty.) First collect (see [here](#)) non-empty data in a tabular body, then use that in the tabular:

```

339 \newcommand{\isodoc@paymentbody}{%
340 \gdef\isodoc@body{}%
341 \ForEachX{;}{%
342 \setbox0=\hbox{\csname\thislevelitem\endcsname}%
343 \ifdim\wd0=0pt\else%
344 \protected@xdef\isodoc@body{%
345 \isodoc@body
346 \csname\thislevelitem text\endcsname: &
347 \csname\thislevelitem\endcsname \protect\\
348 }%
349 \fi%
350 }{\isodoc@paymentorder}
351 \isodoc@body%
352 }
353 \def\paymentdata{
354 \textbf{\paymentdatatext:}\\
355 \begin{tabular}{@{}rl@{}}
356 \isodoc@paymentbody
357 \end{tabular}
358 }

```

`paymentdata` was earlier called `accountdata`; now obsolete:

```

359 \newcommand{\accountdata}{%
360 \ClassWarning{isodoc}{%
361 Instead of the obsolete command \protect\accountdata,
362 please use \protect\paymentdata.

```

```

363 }%
364 \paymentdata
365 }

```

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

```

\showkeys
366 \def\@isodocmp#1{
367   \begin{minipage}[t]{\hsize}
368     \mbox{}
369     #1\[-1.8ex]
370     \mbox{}
371   \end{minipage}
372 }
373 \def\showkeys{%
374   \begin{longtable}{rl}
375     acceptaccount & \acceptaccount\\
376     acceptaddress & \acceptaddress\\
377     acceptcents & \acceptcents\\
378     acceptdesc & \@isodocmp{\acceptdesc}\\
379     acceptdescription & \acceptdescription\\
380     accepteuros & \accepteuros\\
381     acceptreference & \acceptreference\\
382     accountname & \accountname\\
383     accountno & \accountno\\
384     areacode & \areacode\\
385     bankname & \bankname\\
386     bic & \bic\\
387     cellphone & \cellphone\\
388     chamber & \chamber\\
389     city & \city\\
390     closing & \closing\\
391     company & \company\\
392     copyto & \@isodocmp{\copyto}\\
393     country & \country\\
394     countrycode & \countrycode\\
395     currency & \currency\\
396     email & \email\\
397     enclosures & \@isodocmp{\enclosures}\\
398     fax & \fax\\
399     iban & \iban\\
400     logoaddress & \logoaddress\\
401     opening & \opening\\
402     ourref & \ourref\\
403     payref & \payref\\
404     phone & \phone\\
405     phoneprefix & \phoneprefix\\
406     returnaddress & \@isodocmp{\returnaddress}\\
407     routingno & \routingno\\
408     signature & \@isodocmp{\signature}\\
409     street & \street\\
410     subject & \subject\\
411     term & \term\\
412     vatno & \vatno\\
413     website & \website\\
414     who & \who\\
415     yourletter & \yourletter\\
416     yourref & \yourref\\
417     zip & \zip\\
418   \end{longtable}
419 }

```

hyperref is needed in all docs for the pdfinfo settings

```

420 \AtEndOfClass{%
421   \RequirePackage{hyperref}
422   \RequirePackage{memhfixc}
423 }
@isodocheadXX We define the heading parts here in order to allow for easy adaptations in style files.
424 \def\@isodocheadL{\totext{:} \toname{} (\date)}
425 \def\@isodocheadC{}
426 \def\@isodocheadR{\pagetext\ \thepage\ \oftext{}
427   \begin{NoHyper}\pageref{LastPageOf\thelettercount}\end{NoHyper}
428 }
429 \def\@isodocheadbox#1{\mbox{\color{headingcolor}#1}}
@isodocfootXX We define the footing parts here in order to allow for easy adaptations in style files. Note
that, if you redefine any of these, you will probably have to create some footer space with
\geometry{foot}.
430 \def\@isodocfootL{}
431 \def\@isodocfootC{}
432 \def\@isodocfootR{}

\itable \itable inserts an invoice table; arg1 should be the rows of the table.
433 \def\isodoc@bara{\raisebox{-1ex}{\rule{0pt}{3ex}}}
434 \def\isodoc@barb{\rule{0pt}{2.7ex}}
435 \def\isodoc@barc{\rule{0pt}{1ex}}
436 \def\itable#1{\arrayrulewidth0.05em%
437   \ifvertical
438     \begin{tabularx}{\hsize}{@{}X|r@{}}%
439       \sffamily\descriptiontext &
440       \sffamily \amounttext\,(\currency)\isodoc@bara\\\hline\\[-5.4ex]
441       \isodoc@barb #1%
442     \end{tabularx}
443   \else
444     \begin{tabularx}{\hsize}{@{}Xr@{}}%
445       \sffamily\descriptiontext &
446       \sffamily \amounttext\,(\currency)\isodoc@bara\\\hline\\[-5.6ex]
447       \isodoc@barb #1%
448     \end{tabularx}
449   \fi
450 }

\iitem \iitem inserts an invoice item in the \itable. It inserts \\arg1 & % arg2:
451 \def\iitem#1#2{\#1&#2\ignorespaces}

\itotal \itotal inserts an invoice total in the \itable.
The optional argument replaces \totaltext.
452 \newcommand{\itotal}[2][\totaltext]{%
453   \isodoc@barc\\\cline{2-2}#1&\textbf{#2}\isodoc@barb
454 }

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.
455 \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.
456 \newif\ifclosing\closingtrue

```



```

457 \newcount\footcount
458 \newcommand{\invoice}[2][]{%
459   \closingfalse
460   \ifx\payref\empty\def\payref{\ourref}\fi
461   \letter[#1,
462     opening={\scshape\Large\invoicetext},
463     openingcomma={},
464     closing={},
465     signature={}}{\isodoc@Tbox{35}{127}{140}{\ignorespaces#2}}
466 }

```

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

```

467 \newcommand{\letter}[2][]{%
468   \clearpage{\pagestyle{empty}\cleardoublepage}
469   \setcounter{section}{0}
470   \setkeys{isodoc}{#1}
471   \def\isodoc@lead{\ifforeign+\areacode\,\else\phoneprefix\fi}
472   \ifx\phone      \empty\else\def\@phone      {\isodoc@lead\phone}      \fi
473   \ifx\cellphone  \empty\else\def\@cellphone  {\isodoc@lead\cellphone}\fi
474   \ifx\fax        \empty\else\def\@fax        {\isodoc@lead\fax}        \fi
475   \ifx\website    \empty\else\def\@website    {\website}                    \fi
476   \ifx\email      \empty\else\def\@email      {\email}                    \fi
477   \ifx\creditorid\empty\else\def\@creditorid{\creditorid}              \fi

```

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

```

478   \ifx\yourlettertext\undefined%
479     \ClassWarning{isodoc}{
480       You did not use the language option; using the default: en-GB}
481     \isodoc@enGB%
482   \fi
483   \ifnum\value{lettercount}=0%
484     \hypersetup{pdftitle={letter to \toname\ dated \today},
485                pdfsubject={\subject},
486                pdfauthor={\who},
487                pdfcreator={LaTeX with isodoc class},
488                }
489   \fi
490   \addtocounter{lettercount}{1}
491   \setcounter{page}{1}
492   \setcounter{footnote}{0}
493   \fancyhf{}
494   \if@twoside
495     \fancyhead[LE,R0]{\@isodocheadbox{\@isodocheadR}}
496     \fancyhead[RE,L0]{\@isodocheadbox{\@isodocheadL}}
497     \fancyfoot[LE,R0]{\@isodocheadbox{\@isodocfootR}}
498     \fancyfoot[RE,L0]{\@isodocheadbox{\@isodocfootL}}
499   \else
500     \fancyhead[L]{\@isodocheadbox{\@isodocheadL}}
501     \fancyhead[R]{\@isodocheadbox{\@isodocheadR}}
502     \fancyfoot[L]{\@isodocheadbox{\@isodocfootL}}
503     \fancyfoot[R]{\@isodocheadbox{\@isodocfootR}}
504   \fi
505   \fancyhead[C]{\@isodocheadbox{\@isodocheadC}}
506   \fancyfoot[C]{\@isodocheadbox{\@isodocfootC}}
507   \logo

```

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

```

508   { \parskip=0pt\parindent=0pt
509     \begin{textblock}{\@addresswidth}[0,.5](\xaddress,\@addresscenter)%
510     \ifreturn

```

```

511         {\def\{\unskip\enspace{\rmfamily\mdseries\textbullet}%
512             \enspace\ignorespaces}%
513             \sffamily\bfseries\scriptsize\returnaddress
514             }\{\[-.8\baselineskip]
515             \rule{\hsize}{.2pt}\}
516         \fi
517         \toname\toaddress
518     \end{textblock}
519 }
520 \subjectpos=\headerpos
521 \textskip=\headerpos\advance\textskip-14
522 \ifx\subject\empty\advance\textskip-10\else\advance\subjectpos10\fi
523 \openingpos=\subjectpos
524 \ifheader
525     \openingpos=\subjectpos\advance\openingpos12
526     \isodoc@Tbox{35}{\headerpos}{35}{\noindent
527         {\headfont\yourlettertext}\}
528         \yourletter
529     }
530     \isodoc@Tbox{70}{\headerpos}{35}{\noindent
531         {\headfont\yourreftext}\}
532         \raggedright\yourref
533     }
534     \isodoc@Tbox{105}{\headerpos}{35}{\noindent
535         {\headfont\ourreftext}\}
536         \raggedright\ourref
537     }
538     \isodoc@Tbox{140}{\headerpos}{35}{\noindent
539         {\headfont\datetext}\}
540         \date
541     }
542 \ifx\subject\empty\else%
543     \isodoc@Tbox{35}{\subjectpos}{140}{\noindent
544         \ifx\subjecttext\empty{\bfseries\subject}\else%
545             \begin{tabularx}{\hsize}{@{}l>{\raggedright}X@{}}
546                 \headfont\subjecttext:&\subject
547             \end{tabularx}
548         \fi
549     }
550 \fi
551 \else
552     \advance\textskip-12
553 \fi

```

Create the footfields that occur in \isodoc@footorder, starting at the left;

```

554 \iffooter
555     \isodocFootFields
556 \fi
557 { \parskip=0pt\parindent=0pt
558     \begin{textblock*}{3mm}(\xfold,\yfold)%
559         {\color{markercolor}\rule{\hsize}{.2pt}}
560     \end{textblock*}
561 }
562 \ifx\undefined\accepttype\else\accept\fi
563 \noindent\isodoc@Tbox{35}{\openingpos}{140}{\opening\@openingcomma}
564 \vspace{\textskip mm}
565 \thispagestyle{empty}
566 \par\noindent\ignorespaces#2
567 \ifclosing{\vskip\closingskip\vskip-\baselineskip
568     \parindent=0pt\parskip=\baselineskip\noindent
569     \begin{minipage}[t]{\hsize}
570         \ifcase\autographversion

```

```

571     \par\closing\@closingcomma\\\signature % 0: closing on the next line
572     \or\par\closing\@closingcomma\\\signature % 1: whiteskip
573     \or\autographA
574     \or\autographB
575     \or\autographC
576     \or\autographD
577     \or\autographE
578     \or\autographF
579     \or\autographG
580     \or\autographH
581     \else
582     \par\Undefined{autograph: \autographversion}\\\
583     \fi
584 \end{minipage}
585 }\fi
586 \ifenclosedown\vspace*{\fill}\fi
587 \ifx\enclosures\empty\else{\\\[\enclosureskip]
588   \noindent
589   \begin{minipage}[t]{\hsize}
590     \setbox1=\vbox{\enclosures}%
591     \textbf{\ifdim\ht1>\baselineskip\enclosurestext\else\enclosurestext\fi:}\\\
592     \enclosures
593   \end{minipage}
594 }\fi
595 \ifx\copyto\empty\else{\\\[\copytoskip]
596   \noindent
597   \begin{minipage}[t]{\hsize}
598     \textbf{\copytotext:}\\\
599     \copyto
600   \end{minipage}
601 }\fi
602 \label{LastPageOf\thelettercount}
603 }}

```

### 8.3 Internal Macros

\isodocFootFields creates the foot fields. Defined here so you can easily replace them with your own version. Some extra space is created at the bottom of the page by calling \enlargethispage with a negative value.

\isodocFootFields

```

604 \newcommand{\isodocFootFields}{%
605   \footcount=35
606   \enlargethispage{-10mm}
607   \ForEachX{;}{%
608     \setbox0=\hbox{\csname @\thislevelitem\endcsname}
609     \ifdim\wd0=0pt\else
610       \isodoc@Tbox{\footcount}{\footerpos}{35}{\noindent
611         {\headfont\csname\thislevelitem text\endcsname}\\\
612         \csname @\thislevelitem\endcsname
613       }
614     \fi
615     \advance\footcount35
616   }\isodoc@footorder}
617 }

```

The accept is produced from \isodoc@Tbox and \isodoc@Cbox commands only, using the textpos package: \isodoc@Cbox{x}{y}{width}{text} places text in a box of width mm, centered around (x,y) in mm:

\isodoc@Cbox

```

618 \def\isodoc@Cbox#1#2#3#4{%
619   { \parskip=0pt\parindent=0pt
620     \begin{textblock}{#3}[.5,.5](#1,#2)%
621     \begin{center}

```

```

622         #4
623         \end{center}
624     \end{textblock}
625 }
626 }

```

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

```

627 \long\def\isodoc@Tbox#1#2#3#4{%
628 { \parskip0pt\parindent=0pt
629   \begin{textblock}{#3}{#1,#2}%
630     \begin{minipage}[t]{\hsize}
631       \noindent#4
632     \end{minipage}
633   \end{textblock}
634 }
635 }

```

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

```

636 \def\accept{
637   \isodoc@Tbox{\xacceptdescription}
638     {\yacceptdescription}
639     {\wacceptdescription}
640     {\acceptdescription}
641   \isodoc@Tbox{\xacceptdesc}
642     {\yacceptdesc}
643     {\wacceptdesc}
644     {\acceptdesc}
645   \isodoc@Tbox{\xacceptaddress}
646     {\yacceptaddress}
647     {\wacceptaddress}
648     {\ifx\acceptaddress\empty\toname\\\toaddress\else\acceptaddress\fi}
649   \isodoc@Cbox{\xacceptreference}
650     {\yacceptreference}
651     {\wacceptreference}
652     {\ocrb\acceptreference}
653   \isodoc@Tbox{\xacceptref}
654     {\yacceptref}
655     {\wacceptref}
656     {\baselineskip=\acceptreferenceskip\ocrb\acceptreference}
657   \isodoc@Cbox{\xaccepteuros}
658     {\yaccepteuros}
659     {\waccepteuros}
660     {\ocrb\accepteuros}
661   \isodoc@Cbox{\xacceptaccount}
662     {\yacceptaccount}
663     {\wacceptaccount}
664     {\ocrb\acceptaccount}
665   \isodoc@Cbox{\xacceptcents}
666     {\yacceptcents}
667     {\wacceptcents}
668     {\ocrb\acceptcents}
669   \isodoc@Cbox{\xaccepteur}
670     {\yaccepteur}
671     {\waccepteur}
672     {\ocrb\accepteuros}
673   \isodoc@Cbox{\xacceptct}
674     {\yacceptct}
675     {\wacceptct}
676     {\ocrb\acceptcents}
677 }

```

## 8.4 Translations

\isodoc@xxYY Catalan—contributed by Cristian Peraferrer:

```
678 \def\isodoc@caES{%
679   \gdef\amounttext      {Quantitat}
680   \gdef\copytotext      {CC}
681   \gdef\datetext        {Data}
682   \gdef\descriptiontext {Descripció}
683   \gdef\enclosurestext  {Annexos}
684   \gdef\enclosuretext   {Annex}
685   \gdef\invoicetext     {factura}
686   \gdef\oftext          {de}
687   \gdef\ourrefstext     {La nostra referència}
688   \gdef\pagetext        {Pàgina}
689   \gdef\subjecttext     {Assumpte}
690   \gdef\totaltext       {Total}
691   \gdef\totext          {A}
692   \gdef\yourlettertext  {La seva carta del}
693   \gdef\yourrefstext    {La seva referència}
```

payment data entries, all lower case, except the header:

```
694   \gdef\accountnametext {a nom de}
695   \gdef\accountnotext   {núm.~de compte}
696   \gdef\banknametext    {banc}
697   \gdef\bictext         {\scshape bic}
698   \gdef\chambertext     {cambra de comerç}
699   \gdef\creditoridtext  {creditor id}
700   \gdef\daystext        {dies}
701   \gdef\ibantext        {\scshape iban}
702   \gdef\mandateidtext   {mandate id}
703   \gdef\paymentdatatext {Detalls del pagament}
704   \gdef\payrefstext     {referència}
705   \gdef\routingnotext   {nombre de ruta}
706   \gdef\termtext        {termini del pagament}
707   \gdef\vatnotext       {núm.~iva}
708   \gdef\vattext         {iva}
```

footer fields have lower case headers:

```
709   \gdef\cellphonetext   {mòbil}
710   \gdef\emailtext       {e-mail}
711   \gdef\faxtext         {fax}
712   \gdef\phonetext       {telèfon}
713   \gdef\websitetext     {web}
714   \gdef\@isodate        {\number\day\space\ifcase\month\or
715     gener\or febrer\or març\or abril\or maig\or juny\or
716     juliol\or agost\or setembre\or octubre\or novembre\or desembre\fi
717     \space \number\year
718   }
719 }
```

German

```
720 \def\isodoc@deDE{%
721   \gdef\amounttext      {Betrag}
722   \gdef\copytotext      {Kopien an}
723   \gdef\datetext        {Datum}
724   \gdef\descriptiontext {Bezeichnung}
725   \gdef\enclosurestext  {Anlagen}
726   \gdef\enclosuretext   {Anlage}
727   \gdef\invoicetext     {Rechnung}
728   \gdef\oftext          {von}
729   \gdef\ourrefstext     {Unser Zeichen}
730   \gdef\pagetext        {Seite}
731   \gdef\subjecttext     {Betreff}
```

732 \gdef\totaltext {Insgesamt}  
 733 \gdef\totext {An}  
 734 \gdef\yourlettertext {Ihr Brief vom}  
 735 \gdef\yourreftext {Ihr Zeichen}

payment data entries, all lower case, except the header:

736 \gdef\accountnametext {Name}  
 737 \gdef\accountnotext {Konto-Nr.}  
 738 \gdef\banknametext {Bank}  
 739 \gdef\bictext {\scshape bic}  
 740 \gdef\chambertext {Register-Nr.}  
 741 \gdef\creditoridtext {Creditor ID}  
 742 \gdef\daystext {Tage}  
 743 \gdef\ibantext {\scshape iban}  
 744 \gdef\mandateidtext {Mandate ID}  
 745 \gdef\paymentdatatext {Zahlungsdaten}  
 746 \gdef\payreftext {Referenz-Nr.}  
 747 \gdef\routingnotext {\scshape blz}  
 748 \gdef\termtext {Zahlungstermin}  
 749 \gdef\vatnotext {USt-IdNr.}  
 750 \gdef\vattext {MwSt}

footer fields have lower case headers:

751 \gdef\cellphonetext {Handy}  
 752 \gdef\emailtext {E-mail}  
 753 \gdef\faxtext {Fax}  
 754 \gdef\phonetext {Telefon}  
 755 \gdef\websitetext {Webseite}  
 756 \gdef\@isodate {\number\day.\space\ifcase\month\or  
 757 Januar\or Februar\or März\or April\or Mai\or Juni\or  
 758 Juli\or August\or September\or Oktober\or November\or Dezember\fi  
 759 \space\number\year}  
 760 }

### British English

761 \def\isodoc@enGB{%  
 762 \gdef\amounttext {Amount}  
 763 \gdef\copytotext {Copy to}  
 764 \gdef\datetext {Date}  
 765 \gdef\descriptiontext {Description}  
 766 \gdef\enclosurestext {Enclosures}  
 767 \gdef\enclosuretext {Enclosure}  
 768 \gdef\invoicetext {invoice}  
 769 \gdef\oftext {of}  
 770 \gdef\ourreftext {Our reference}  
 771 \gdef\pagetext {Page}  
 772 \gdef\subjecttext {Subject}  
 773 \gdef\totaltext {Total}  
 774 \gdef\totext {To}  
 775 \gdef\yourlettertext {Your letter of}  
 776 \gdef\yourreftext {Your reference}

payment data entries, all lower case, except the header:

777 \gdef\accountnametext {in the name of}  
 778 \gdef\accountnotext {account no.}  
 779 \gdef\banknametext {bank}  
 780 \gdef\bictext {\scshape bic}  
 781 \gdef\chambertext {ch.comm.}  
 782 \gdef\creditoridtext {creditor id}  
 783 \gdef\daystext {days}  
 784 \gdef\ibantext {\scshape iban}  
 785 \gdef\mandateidtext {mandate id}  
 786 \gdef\paymentdatatext {Payment details}

```

787 \gdef\payreftext      {reference}
788 \gdef\routingnotext  {sort code}
789 \gdef\termtext       {term of payment}
790 \gdef\vatnotext      {vat no.}
791 \gdef\vattext        {vat}
    footer fields have lower case headers:
792 \gdef\cellphonetext  {cellphone}
793 \gdef\emailtext     {email}
794 \gdef\faxtext       {telefax}
795 \gdef\phonetext     {telephone}
796 \gdef\websitetext   {website}
797 \if@isodocordinalss
798   \gdef\@st{\textsuperscript{st}}
799   \gdef\@nd{\textsuperscript{nd}}
800   \gdef\@rd{\textsuperscript{rd}}
801   \gdef\@th{\textsuperscript{th}}
802 \else
803   \gdef\@st{st}
804   \gdef\@nd{nd}
805   \gdef\@rd{rd}
806   \gdef\@th{th}
807 \fi
808 \gdef\@isodate        {\ifcase\day\or
809   1\@st\or 2\@nd\or 3\@rd\or 4\@th\or 5\@th\or
810   6\@th\or 7\@th\or 8\@th\or 9\@th\or 10\@th\or
811   11\@th\or 12\@th\or 13\@th\or 14\@th\or 15\@th\or
812   16\@th\or 17\@th\or 18\@th\or 19\@th\or 20\@th\or
813   21\@st\or 22\@nd\or 23\@rd\or 24\@th\or 25\@th\or
814   26\@th\or 27\@th\or 28\@th\or 29\@th\or 30\@th\or
815   31\@st\fi\space\ifcase\month\or
816   January\or February\or March\or April\or May\or June\or
817   July\or August\or September\or October\or November\or December\fi
818   \space \number\year}
819 }

```

#### American English

```

820 \def\isodoc@enUS{%
821   \gdef\amounttext    {Amount}
822   \gdef\copytotext    {CC}
823   \gdef\datetext      {Date}
824   \gdef\descriptiontext {Description}
825   \gdef\enclosurestext {Enclosures}
826   \gdef\enclosuretext {Enclosure}
827   \gdef\invoicetext   {invoice}
828   \gdef\oftext        {of}
829   \gdef\ourreftext    {Our reference}
830   \gdef\pagetext      {Page}
831   \gdef\subjecttext   {Subject}
832   \gdef\totaltext     {Total}
833   \gdef\totext        {To}
834   \gdef\yourlettertext {Your letter of}
835   \gdef\yourreftext   {Your reference}

```

payment data entries, all lower case, except the header:

```

836 \gdef\accountnametext {in the name of}
837 \gdef\accountnotext   {account no.}
838 \gdef\banknametext    {bank}
839 \gdef\bictext         {\scshape bic}
840 \gdef\chambertext     {ch.comm.}
841 \gdef\creditoridtext  {creditor id}
842 \gdef\daystext        {days}
843 \gdef\ibantext        {\scshape iban}

```

```

844 \gdef\mandateidtext {mandate id}
845 \gdef\paymentdatatext {Payment details}
846 \gdef\payreftext {reference}
847 \gdef\routingnotext {routing no}
848 \gdef\termtext {term of payment}
849 \gdef\vatnotext {vat no.}
850 \gdef\vattext {vat}

```

footer fields have lower case headers:

```

851 \gdef\cellphonetext {cellphone}
852 \gdef\emailtext {email}
853 \gdef\faxtext {telefax}
854 \gdef\phonetext {telephone}
855 \gdef\websitetext {website}
856 \gdef\@isodate {\ifcase\month\or
857 January\or February\or March\or April\or May\or June\or
858 July\or August\or September\or October\or November\or December\fi
859 \space\number\day, \number\year}
860 }

```

Spanish—contributed by Cristian Peraferrer:

```

861 \def\isodoc@esES{%
862 \gdef\amounttext {Cantidad}
863 \gdef\copytotext {CC}
864 \gdef\datetext {Fecha}
865 \gdef\descriptiontext {Descripción}
866 \gdef\enclosurestext {Anexos}
867 \gdef\enclosuretext {Anexo}
868 \gdef\invoicetext {factura}
869 \gdef\oftext {de}
870 \gdef\ourreftext {Nuestra referencia}
871 \gdef\pagetext {Página}
872 \gdef\subjecttext {Asunto}
873 \gdef\totaltext {Total}
874 \gdef\totext {A}
875 \gdef\yourlettertext {Su carta de}
876 \gdef\yourreftext {Su referencia}

```

payment data entries, all lower case, except the header:

```

877 \gdef\accountnametext {a nombre de}
878 \gdef\accountnotext {núm.-de cuenta}
879 \gdef\banknametext {banco}
880 \gdef\bictext {\scshape bic}
881 \gdef\chambertext {cámara de comercio}
882 \gdef\creditoridtext {creditor id}
883 \gdef\daystext {días}
884 \gdef\ibantext {\scshape iban}
885 \gdef\mandateidtext {mandate id}
886 \gdef\paymentdatatext {Detalles de pago}
887 \gdef\payreftext {referencia}
888 \gdef\routingnotext {número de ruta}
889 \gdef\termtext {plazo de pago}
890 \gdef\vatnotext {núm.-iva}
891 \gdef\vattext {iva}

```

footer fields have lower case headers:

```

892 \gdef\cellphonetext {móvil}
893 \gdef\emailtext {e-mail}
894 \gdef\faxtext {fax}
895 \gdef\phonetext {teléfono}
896 \gdef\websitetext {web}
897 \gdef\@isodate {\number\day\space\ifcase\month\or
898 enero\or febrero\or marzo\or abril\or mayo\or junio\or

```



```

899     julio\or agosto\or septiembre\or octubre\or noviembre\or diciembre\fi
900     \space \number\year
901 }
902 \def\openingcomma    {:}
903 }

```

#### French

```

904 \def\isodoc@frFR{%
905     \gdef\amounttext      {Montant}
906     \gdef\copytotext     {Copie à}
907     \gdef\datetext       {Date}
908     \gdef\descriptiontext {Description}
909     \gdef\enclosurestext {Pièces jointes}
910     \gdef\enclosuretext  {Pièce jointe}
911     \gdef\invoicetext    {facture}
912     \gdef\oftext         {de}
913     \gdef\ourreftext     {Nos références}
914     \gdef\pagetext       {Page}
915     \gdef\subjecttext    {Objet}
916     \gdef\totaltext      {Total}
917     \gdef\totext         {À l'attention de}
918     \gdef\yourlettertext {Votre lettre du}
919     \gdef\yourreftext    {Vos références}

```

payment data entries, all lower case, except the header:

```

920     \gdef\accountnametext {au nom de}
921     \gdef\accountnotext   {no.-compte}
922     \gdef\banknametext    {banque}
923     \gdef\bictext         {\scshape bic}
924     \gdef\chambertext     {c.c.i.}
925     \gdef\creditoridtext  {creditor id}
926     \gdef\daystext        {jours}
927     \gdef\ibantext        {\scshape iban}
928     \gdef\mandateidtext   {mandate id}
929     \gdef\paymentdatatext {Détails de paiement}
930     \gdef\payreftext      {référence}
931     \gdef\routingnotext   {numéro d'acheminement}
932     \gdef\termtext        {terme}
933     \gdef\vatnotext       {no.-t.v.a.}
934     \gdef\vattext         {t.v.a.}

```

footer fields have lower case headers:

```

935     \gdef\cellphonetext   {portable}
936     \gdef\emailtext       {email}
937     \gdef\faxtext         {téléfax}
938     \gdef\phonetext       {téléphone}
939     \gdef\websitetext     {site web}
940     \gdef\@isodate        {\number\day\ifnum\day=1$\fi\space\ifcase\month\or
941     janvier\or février\or mars\or avril\or mai\or juin\or
942     juillet\or août\or septembre\or octobre\or
943     novembre\or décembre\fi \space \number\year}
944 }

```

Italian—contributed by Walter Giocosio:

```

945 \def\isodoc@itIT{%
946     \gdef\amounttext      {Prezzo}
947     \gdef\copytotext     {Per conoscenza a}
948     \gdef\datetext       {Data}
949     \gdef\descriptiontext {Descrizione}
950     \gdef\enclosurestext {Allegati}
951     \gdef\enclosuretext  {Allegato}
952     \gdef\invoicetext    {fattura}
953     \gdef\oftext         {di}

```

```

954 \gdef\ourreftext      {Nostro riferimento}
955 \gdef\pagetext       {Pagina}
956 \gdef\subjecttext    {Oggetto}
957 \gdef\totaltext     {Totale}
958 \gdef\totext        {All'attenzione di}
959 \gdef\yourlettertext {Vostra lettera del}
960 \gdef\yourreftext    {Vostro riferimento}

```

payment data entries, all lower case, except the header:

```

961 \gdef\accountnametext {intestato a}
962 \gdef\accountnotext  {n°-del conto}
963 \gdef\banknametext   {banca}
964 \gdef\bictext        {\scshape bic}
965 \gdef\chambertext    {}
966 \gdef\creditoridtext {creditor id}
967 \gdef\daystext       {giorni}
968 \gdef\ibantext       {\scshape iban}
969 \gdef\mandateidtext  {mandate id}
970 \gdef\paymentdatatext {Dettagli di pagamento}
971 \gdef\payreftext     {riferimento}
972 \gdef\routingnotext  {numero di routing}
973 \gdef\termtext       {scadenza}
974 \gdef\vatnotext      {partita i.v.a.}
975 \gdef\vattext        {i.v.a.}

```

footer fields have lower case headers:

```

976 \gdef\cellphonetext {cellulare}
977 \gdef\emailtext     {e-mail}
978 \gdef\faxtext       {fax}
979 \gdef\phonetext     {telefono}
980 \gdef\websitetext   {sito web}
981 \gdef@isodate       {\number\day\ifnum\day=1\fi
982   ~\ifcase\month\or
983   Gennaio\or Febbraio\or Marzo\or Aprile\or Maggio\or Giugno\or
984   Luglio\or Agosto\or Settembre\or Ottobre\or Novembre\or Dicembre\fi
985   \space \number\year}
986 }

```

Norwegian—contributed by Sveinung Heggen:

```

987 \def\isodoc@nbNO{%
988 \gdef\amounttext      {Beløp}
989 \gdef\copytotext      {Kopi til}
990 \gdef\datetext        {Dato}
991 \gdef\descriptiontext {Beskrivelse}
992 \gdef\enclosurestext  {Vedlegg}
993 \gdef\enclosuretext   {Vedlegg}
994 \gdef\invoicetext     {faktura}
995 \gdef\oftext          {av}
996 \gdef\ourreftext      {Vår ref}
997 \gdef\pagetext        {Side}
998 \gdef\subjecttext     {Vedr}
999 \gdef\totaltext       {Total}
1000 \gdef\totext          {Til}
1001 \gdef\yourlettertext  {Deres brev av}
1002 \gdef\yourreftext     {Deres ref}

```

payment data entries, all lower case, except the header:

```

1003 \gdef\accountnametext {til}
1004 \gdef\accountnotext   {faktura nr}
1005 \gdef\banknametext    {bank}
1006 \gdef\bictext         {\scshape bic}
1007 \gdef\chambertext     {}
1008 \gdef\creditoridtext  {creditor id}

```

```

1009 \gdef\daystext      {dager}
1010 \gdef\ibantext      {\scshape iban}
1011 \gdef\mandateidtext {mandate id}
1012 \gdef\paymentdatatext {Betalingsdetaljer}
1013 \gdef\payreftext    {referanse}
1014 \gdef\routingnotext {routing-nummer}
1015 \gdef\termtext      {betalingsfrist}
1016 \gdef\vatnotext     {org.-nr.}
1017 \gdef\vattext       {mva}

  footer fields have lower case headers:
1018 \gdef\cellphonetext {mobil}
1019 \gdef\emailtext     {e-post}
1020 \gdef\faxtext       {telefaks}
1021 \gdef\phonetext     {telefon}
1022 \gdef\websitetext   {hjemmeside}
1023 \gdef\@isodate      {\number\day.\space\ifcase\month\or
1024   januar\or februar\or mars\or april\or mai\or juni\or
1025   juli\or august\or september\or oktober\or november\or desember\fi
1026   \space \number\year}
1027 }

```

Belgian Dutch—contributed by Serge Stroobandt:

```

1028 \def\isodoc@nlBE{%
1029 \gdef\amounttext    {Bedrag}
1030 \gdef\copytotext    {Kopie aan}
1031 \gdef\datetext      {Datum}
1032 \gdef\descriptiontext {Omschrijving}
1033 \gdef\enclosurestext {Bijlagen}
1034 \gdef\enclosuretext  {Bijlage}
1035 \gdef\invoicetext    {factuur}
1036 \gdef\oftext         {van}
1037 \gdef\ourreftext     {Ons kenmerk}
1038 \gdef\pagetext      {Pagina}
1039 \gdef\subjecttext    {Betref}
1040 \gdef\totaltext      {Totaal}
1041 \gdef\totext         {Aan}
1042 \gdef\yourlettertext {Uw brief van}
1043 \gdef\yourreftext    {Uw kenmerk}

```

payment data entries, all lower case, except the header:

```

1044 \gdef\accountnametext {op naam van}
1045 \gdef\accountnotext   {rekeningnummer}
1046 \gdef\banknametext    {bank}
1047 \gdef\bictext         {\scshape bic}
1048 \gdef\chambertext     {ondernemingsnummer}
1049 \gdef\creditoridtext  {incassant id}
1050 \gdef\daystext        {dagen}
1051 \gdef\ibantext        {\scshape iban}
1052 \gdef\mandateidtext   {kenmerk machtiging}
1053 \gdef\paymentdatatext {Betaalgegevens}
1054 \gdef\payreftext      {kenmerk}
1055 \gdef\routingnotext   {routenummer}
1056 \gdef\termtext        {betalingstermijn}
1057 \gdef\vatnotext       {ondernemingsnummer}
1058 \gdef\vattext         {btw}

```

footer fields have lower case headers:

```

1059 \gdef\cellphonetext  {mobiel}
1060 \gdef\emailtext      {e-mail}
1061 \gdef\faxtext        {fax}
1062 \gdef\phonetext      {telefoon}
1063 \gdef\websitetext    {webstek}

```

```

1064 \gdef\@isodate      {\number\day\space\ifcase\month\or
1065   januari\or februari\or maart\or april\or mei\or juni\or juli\or
1066   augustus\or september\or oktober\or november\or december\fi
1067   \space \number\year}
1068 }

```

#### Dutch

```

1069 \def\isodoc@nLNL{%
1070 \gdef\amounttext    {Bedrag}
1071 \gdef\copytotext    {Kopie aan}
1072 \gdef\datetext      {Datum}
1073 \gdef\descriptiontext {Omschrijving}
1074 \gdef\enclosurestext {Bijlagen}
1075 \gdef\enclosuretext  {Bijlage}
1076 \gdef\invoicetext   {\scshape rekening}
1077 \gdef\oftext         {van}
1078 \gdef\ourreftext    {Ons kenmerk}
1079 \gdef\pagetext      {Bladnummer}
1080 \gdef\subjecttext   {Onderwerp}
1081 \gdef\totaltext     {Totaal}
1082 \gdef\totext        {Aan}
1083 \gdef\yourlettertext {Uw brief van}
1084 \gdef\yourreftext   {Uw kenmerk}

```

payment data entries, all lower case, except the header:

```

1085 \gdef\accountnametext {ten name van}
1086 \gdef\accountnotext  {rekeningnummer}
1087 \gdef\banknametext   {bank}
1088 \gdef\bicetext        {\scshape bic}
1089 \gdef\chambertext    {kvk}
1090 \gdef\creditoridtext {incassant id}
1091 \gdef\daystext        {dagen}
1092 \gdef\ibantext        {\scshape iban}
1093 \gdef\mandateidtext   {kenmerk machtiging}
1094 \gdef\paymentdatatext {Betaalgegevens}
1095 \gdef\payreftext     {kenmerk}
1096 \gdef\routingnotext  {banknummer}
1097 \gdef\termtext       {betalingstermijn}
1098 \gdef\vatnotext      {btwnummer}
1099 \gdef\vattext        {btw}

```

footer fields have lower case headers:

```

1100 \gdef\cellphonetext  {mobiel}
1101 \gdef\emailtext      {e-mail}
1102 \gdef\faxtext        {fax}
1103 \gdef\phonetext      {telefoon}
1104 \gdef\websitetext    {webstek}
1105 \gdef\@isodate      {\number\day\space\ifcase\month\or
1106   januari\or februari\or maart\or april\or mei\or juni\or juli\or
1107   augustus\or september\or oktober\or november\or december\fi
1108   \space \number\year}
1109 }

```

Serbian—contributed by Zoran T. Filipovic:

```

1110 \def\isodoc@sRRS{%
1111 \gdef\amounttext     {Iznos}
1112 \gdef\copytotext     {Kopije}
1113 \gdef\datetext       {Datum}
1114 \gdef\descriptiontext {Opis}
1115 \gdef\enclosurestext {Prilozi}
1116 \gdef\enclosuretext  {Prilog}
1117 \gdef\invoicetext    {faktura}
1118 \gdef\oftext         {od}

```

```

1119 \gdef\ourreftext      {Naš broj}
1120 \gdef\pagetext        {Strana}
1121 \gdef\subjecttext     {Predmet}
1122 \gdef\totaltext       {Ukupno}
1123 \gdef\totext           {U}
1124 \gdef\yourlettertext  {Vaše pismo od}
1125 \gdef\yourreftext     {Vaš broj}

```

payment data entries, all lower case, except the header:

```

1126 \gdef\accountnametext {na ime}
1127 \gdef\accountnotext   {račun br.}
1128 \gdef\banknametext    {banka}
1129 \gdef\bictext          {\scshape bic}
1130 \gdef\chambertext      {spisak br.}
1131 \gdef\creditoridtext   {creditor id}
1132 \gdef\daystext         {dana}
1133 \gdef\ibantext          {\scshape iban}
1134 \gdef\mandateidtext     {mandate id}
1135 \gdef\paymentdatatext  {Podaci o bankarskom sektoru}
1136 \gdef\payreftext       {dokument br.}
1137 \gdef\routingnotext    {blz}
1138 \gdef\termtext         {rok plaćanja}
1139 \gdef\vatnotext         {porez br.}
1140 \gdef\vattext           {pdv}

```

footer fields have lower case headers:

```

1141 \gdef\cellphonetext    {mobilni}
1142 \gdef\emailtext        {email}
1143 \gdef\faxtext           {telefax}
1144 \gdef\phonetext         {telefon}
1145 \gdef\websitetext      {website}
1146 \gdef@isodate          {\number\day.~\ifcase\month\or
1147     Januar\or Februar\or Mart\or April\or Maj\or Jun\or
1148     Jul\or Avgust\or Septembar\or Oktobar\or Novembar\or Decembar\fi
1149     \space\number\year}
1150 }

```

Swedish—contributed by Joakim Verona:

```

1151 \def\isodoc@svSE{%
1152 \gdef\amounttext       {Summa}
1153 \gdef\copytotext       {CC}
1154 \gdef\datetext         {Datum}
1155 \gdef\descriptiontext  {Beskrivning}
1156 \gdef\enclosurestext   {Bifogat}
1157 \gdef\enclosuretext    {Bifogat}
1158 \gdef\invoicetext      {Faktura}
1159 \gdef\oftext           {av}
1160 \gdef\ourreftext       {Vår referens}
1161 \gdef\pagetext         {Sida}
1162 \gdef\subjecttext      {Ärende}
1163 \gdef\totaltext        {Total}
1164 \gdef\totext           {Till}
1165 \gdef\yourlettertext   {Ert~brev}
1166 \gdef\yourreftext      {Er~Referens}

```

payment data entries, all lower case, except the header:

```

1167 \gdef\accountnametext  {kontoägare}
1168 \gdef\accountnotext    {kontonummer}
1169 \gdef\banknametext     {bank}
1170 \gdef\bictext          {\scshape bic}
1171 \gdef\chambertext      {handelskammare}
1172 \gdef\creditoridtext   {creditor id}
1173 \gdef\daystext         {dagar}

```

```

1174 \gdef\ibantext      {\scshape iban}
1175 \gdef\mandateidtext {mandate id}
1176 \gdef\paymentdatatext {Betalningsdetaljer}
1177 \gdef\payreftext    {faktura}
1178 \gdef\routingnotext {routing no}
1179 \gdef\termtext      {betalningsvillkor}
1180 \gdef\vatnotext     {org.-nr}
1181 \gdef\vattext        {moms}

footer fields have lower case headers:
1182 \gdef\cellphonetext {mobil}
1183 \gdef\emailtext     {e-mail}
1184 \gdef\faxtext       {telefax}
1185 \gdef\phonetext     {telefon}
1186 \gdef\websitetext  {web}
1187 \gdef\@isodate      {\number\day\space~\ifcase\month\or
1188   januari\or februari\or mars\or april\or maj\or juni\or
1189   juli\or augusti\or september\or oktober\or november\or december\fi
1190   \space\number\year}
1191 }
1192 </class>

```

## Change History

v0.01	documentation . . . . .	1
General: Initial version . . . . .	v0.04	
v0.02	General: - options shift, currency, cityzip added	
General: - added options phoneprefix, routingno, logoaddress	- norwegian translations added (thanks Sveinung Heggen) . . . . .	1
- accountname now optional	v0.05	
- accountnumber ⇒ accountno	General: - text misplacement in subject-less letters	
- german and french translations corrected	- corrected	
- indents removed in header fields	- norwegian translations corrected . . . . .	1
- expect printer to have more unprintable border	v0.06	
- ascriptiontext ⇒ accountnametext for dutch	General: - moved all documentation files in subdirectory doc,	
- Interdocument language changes now work	- because files appeared to be wrongly placed on the	
- Vatno, if defined, is reported with paymentdata	- TeX Collection DVD	
- country in returnaddress now separated with dot	- Some minor corrections . . . . .	1
- option changes kept local to the letter/invoice	v0.07	
- English/American accountname text adapted . . . . .	General: - using eurosym package instead of marvosym	
v0.03	- using frenchb package instead of french	
General: several errors in documentation corrected . . . . .	- added addresswidth option, default stays 2 cols	
v0.03b	- changes suggested by Fabrice Niessen (thanks)	
General: - non-zero parskip generated whitespace in standard textblocks	- added header/noheader options	
- several accept positions fixed,	- added bodyshift option	
- added option shift,	- date format can be yyyy-mm-dd or a literal today	
- whitespace problems solved,	- added forcedate option to enter anything for date	
- added option currency,	- added foldleft and foldright options, default stays right	
- added option cityzip - without		

- headingcolor, if defined, colors fancy headings	
- headcolor, if defined, colors headings in header and footer	
- foldmarkcolor, if defined, colors foldmark	1
vo.08	
General: - now compatible with luaLaTeX	
- made independent of babel and polyglossia packages: user must Require those, if needed	
- handling of font and encoding now left to the user	
- language names same as in babel (norwegian ⇒ norsk)	
- option language added	
- option english is synonym for language-UKenglish	
- option american is synonym for language-USenglish	
- language options <i>only</i> change keyword translations	
- new translations added: italian, spanish, catalan, serbian	
- option fontpackage removed	
- option cityzip moves zip behind city	
- now compatible with luaLaTeX	
- positioning of headings, subject, opening, body text fixed	
- repaired several minor bugs	1
vo.09	
General: - subject text uses full textwidth; use newlines if needed	
- introducing isodocsymbols.sty	
- new option closingcomma	
- subject uses full textwidth	
- using foreach package for footfields	
- removed some unwanted whitespace	1
vo.10	
General: - bug: missing prefixes for phone numbers	
- added option footorder, setting the order of footer fields	1
vo.11	
General: - added color and tabularx to required packages	
- removed hypersetup (author/version info); didn't work	1
vi.00	
General: This version has incompatibilities with previous versions:	
- languages renamed according to ISO 3166	
- options dutch, english, american, german, french now obsolete, use language option with argument nl-NL, en-GB, en-US, de-DE, fr-FR respectively.	
- localbank option removed, as IBAN is now used for all accounts	
- footer fields appear in the order in which they were defined with the footorder option.	
- the autograph command has been completely redefined and simplified.	1
vi.00 continued	
General: - documentation improved	
- empty foot fields can be added with extra semicolons in the footorder option.	
- copyto option added	
- vertical bar in invoices is automatically extended for multiline entries.	
- vertical bar in invoices can be suppressed with option novertical	
- if class option twoside is set, letters and invoices start recto.	
- the itotal command got an optional argument.	
- closingcomma did not work	
- added pdfauthor and pdfcreator (isodoc) to pdf-comment	
- reorganized documentation directory and install script	1
vi.01	
General: - vatttext was missing in all language files	
- aus ⇒ von; subjecttext ⇒ empty for de-DE	
- closing parts in minipages for better page break	
- more comment on toname, today, language, subject	
- moved contents of isodocsymbols.sty into isodoc.dtx and removed it	
- empty subjecttext generates bold subject line (habit in de-DE)	
- page headings forced in one line	
- more instructions for first line of address	
- phone number prefix +nn\, instead of +nn-	1
vi.02	
General: - installing in correct dirs, so texdoc finds the doc	
- more comment	1
vi.03	
General: - added logo and nologo options	
- changed definitions for fancy headings and footings to allow for easy adaptation in style files.	1
vi.04	
General: - footers and copyto did not work correctly.	
- closingskip option removed; use dimen signatureskip in style file.	
- some skips now have own dimen for easier adaptation in style file.	1
vi.05	
General: - README and inst script reorganized	1
vi.06	
General: - bug causing "No line here to end" error	

	- font and footskip warnings removed . . . . .	1	v1.09	
v1.07	General: - use xcolor, not color package; minor changes in example style files - swedish-Sweden (sv-SE) language added - ordinal suffixes can be superscripted with ordinalss option - removed boldface from the smallcaps invoice opening to prevent font problems - using the term "paymentdata" instead of "accountdata", but both do work. - improved documentation, in particular about footer fields. - accountno did not appear (typo). . . . .			General: - documentation: translations are in macros, not files . . . . . 1
			v1.10	General: - honor a few luatex modifications . . . . . 1
			v1.11	General: - use memoir instead of article class for more flexibility - font in 'preprinted' headers can now be set with headfont macro - an empty closing and its closingcomma will not be typeset at all - Swedish terminology revisited (thanks Bo Thidé) - Obsolete language keys removed - Country code in zip code now followed by dash instead of space - daystext was typeset twice - payment data terminology and footer headers all lower case (except for German) . . . . . 1
v1.08	General: same as ourref - new bankname option for payment data - footer fields generated in a command that can thus be redefined - completely reorganized by incorporating all doc and help files in isodoc.dtx - install with make . . . . .			
			v1.12	General: - For some reason letter body now needs to start with par command, can't find out which package causes this. - isodoc.ins syntax didn't work, probably because of changes in luatex? - small changes because of move from bitbucket to github . . . . . 1



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Numbers written in *italic* refer to the page where the corresponding entry is described; numbers underlined refer to the code line of the definition; numbers in *roman* refer to the code lines where the entry is used.

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