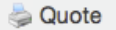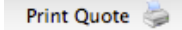## How to Email or Print a Quote
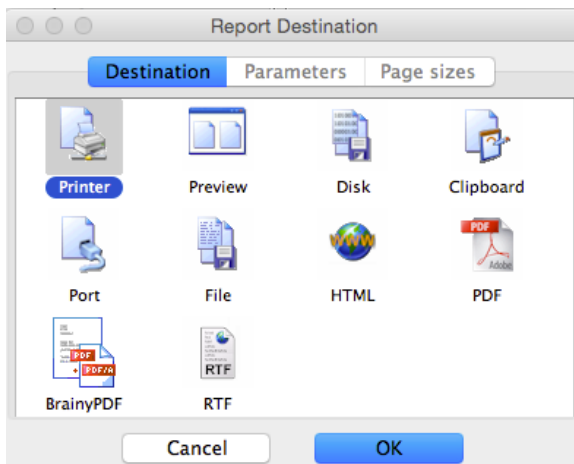
Procedure

<u>Printing a Quote</u>

1. On the "Quotes" tab on the "Sales Ledger" right click on the quote that you like to print and click on "Print Quote".

   This can also be done by single clicking on the quote and by clicking "Print Quote" at the top of the box.

2. To print the quote out, click on "Printer".

3. To view the quote on the screen, click on "Preview".

4. The printer window will then pop up and you then choose which printer you would like to use and then click "Print".

<u>Emailing a quote</u>

1. To email a quote, right click on the quote which you would like to email and click on "eMail Quote".
2. Click on the "Contact E-Mail Addresses" on the box on the left if you want to send the email to them or you can just type in the email addresses manually in the "To List" box.
3. The "Subject" box will be filled in automatically with the quote number but you can change it manually

4. Type the content of the email in the box below the subject.

5. Click "Send & Close" to send the email.