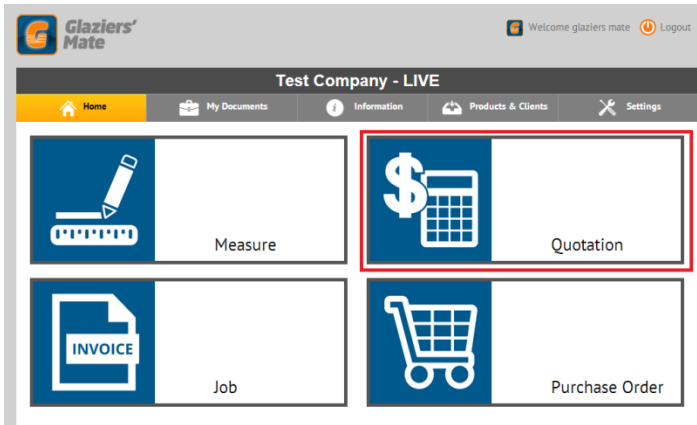




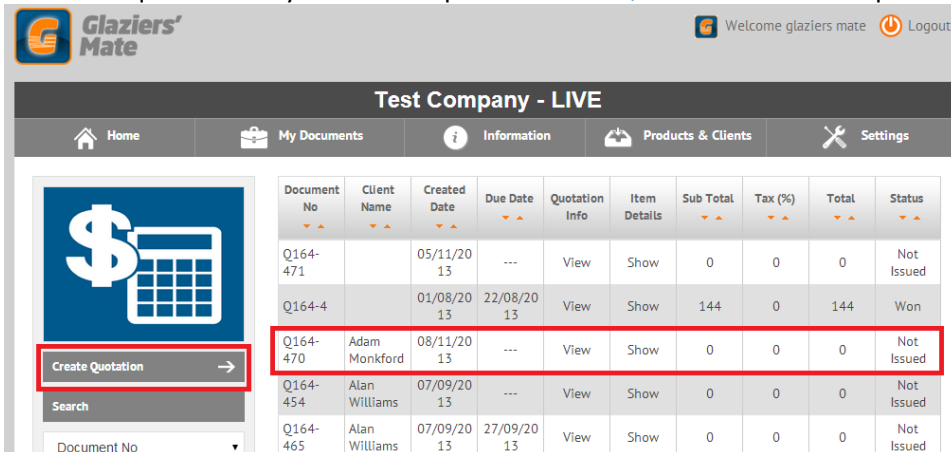
Documents

Amending a price in your document

Select a document type you wish to select in the case **Quotation** from your web application.

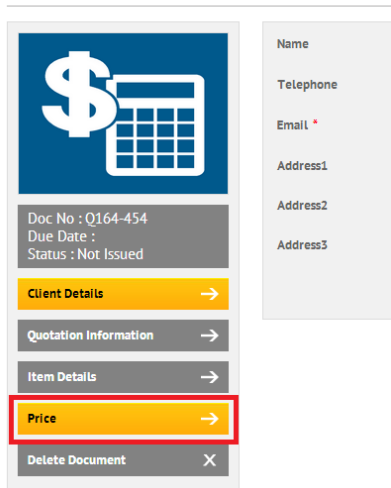


Select the quote which you wish to open or **Create Quotation** for a new quote.



On the left hand side of the screen select **Price**.

Quotation






It is possible to build the total cost of the Document up using separate costs for **Glass**, **Fittings**, **Consumables**, **Labour**, **Shipping** and any **Other** costs.

Q164-454
Home
My Documents
Information
Products & Clients
Settings

Quotation Back



Doc No : Q164-454
Due Date :
Status : Not Issued

Client Details →

Quotation Information →

Item Details →

Price →

Delete Document ×

Total Cost

Glass (\$)	0
Fittings (\$)	0
Consumables (\$)	0
Labour (\$)	0
Shipping (\$)	0
Other (\$)	0

Sub Total (\$)

Tax included ? Yes No
Set to Yes if tax is already inclusive

Tax Amount (\$)

Total (\$)

Save
Preview Quote
Email Quote
Convert to Job
Cancel

Within the totals area of pricing it is possible to have the Tax both as inclusive to your total or exclusive i.e. the totals of the above costs will either equal your final Total (**Yes**) or Sub Total (**No**).

Sub Total (\$)

Tax included ? Yes No
Set to Yes if tax is already inclusive

Tax Amount (\$)

Total (\$)

Save
Preview Quote
Email Quote
Convert to Job
Cancel

Sub Total (\$)

Tax included ? Yes No
Set to Yes if tax is already inclusive

Tax Amount (\$)

Total (\$)

Save
Preview Quote
Email Quote
Convert to Job
Cancel

Within Pricing you also have the further options to **Save** the **Document**, **Preview**, **Email**, **Convert** or **Cancel**.

Save
Preview Quote
Email Quote
Convert to Job
Cancel