

Quotations

- A formal statement setting out the estimated cost for a particular job or service

Sample image for Quotation page

Steps for making Quotation

1. Choose Customer, (Fill in necessary Fields)
2. Click **Add**
3. Go to **Details** and select the Item, Click **Add**
4. Go back to Quotation Tab to **Approve**
5. Create Customer Order
 - Customer Order created (Click the Number)
6. Approve
7. Create Invoice Number
 - Invoiced Number created (Click Invoice number)
8. Post

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Last update: **2016/10/07 09:14**

