How to Duplicate a Quote

1. Open the Quote record to be duplicated. If you have not created the order yet, refer to How to Create Standard Quote.
2. Click the **Duplicate button**. If the quote is not yet saved, it will be saved automatically.

The new Quote will be shown automatically. Note that on the new Quote, the Date will default to the system date and the Comments' value will be appended with **DUP: <original Quote No>**.

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