How to Print Quote Report

Print using Quote | Print button

1. Open the Quote record you wish to print.
2. Click the **Print button**.

3. Click **Yes** on the confirmation message.

Print using Batch Printing screen

Refer to Batch Printing.

If a Quote has no assigned Template, the Print button will show a preview of the standard quote report. Here is a sample Quote and its report.

Related Topics

Print using Quote | Print button

1. Open the Quote record you wish to print.
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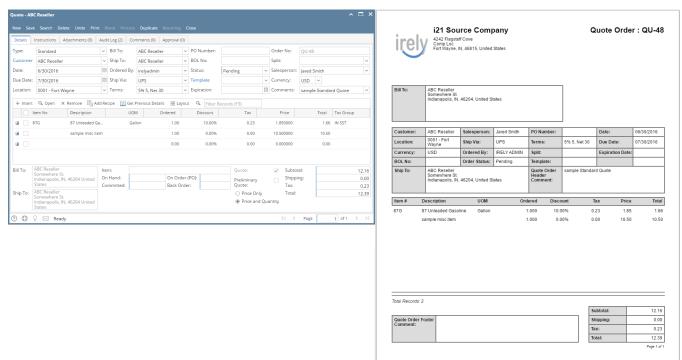

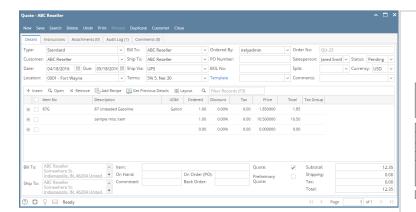3. Click **Yes** on the confirmation message.

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Refer to Batch Printing.

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Quote - ABC Reseller

New   Save   Search   Delete   Undo   Print   Process   Duplicate   Customer   Close

Details | Instructions | Attachments (0) | Audit Log (1) | Comments (0)

Type:	Standard	Bill To:	ABC Reseller
Customer:	ABC Reseller	Ship To:	ABC Reseller
Date:	04/18/2016	Due: 05/18/2016	Ship Via: UPS
Location:	0001 - Fort Wayne	Terms:	5% 5, Net 30

Ordered By: irelyadmin | Order No: QU-23
PO Number: | Salesperson: Jared Smith | Status: Pending
BOL No: | Split: | Currency: USD
Template | Comments:

Insert   Open   Remove   Add Recipe   Get Previous Details   Layout   Filter Records (F3)

	Item No	Description	UOM	Ordered	Discount	Tax	Price	Total	Tax Group
+	87G	87 Unleaded Gasoline	Gallon	1.00	0.00%	0.00	1.850000	1.85	
+		sample misc item		1.00	0.00%	0.00	10.500000	10.50	
+				0.00	0.00%	0.00	0.000000	0.00	

Bill To:	ABC Reseller Somewhere St. Indianapolis, IN, 46204 United	Item:	Quote: ☑	Subtotal: 12.35
		On Hand:		Shipping: 0.00
		On Order (PO):	Preliminary Quote: ☐	Tax: 0.00
Ship To:	ABC Reseller Somewhere St. Indianapolis, IN, 46204 United	Committed:		Total: 12.35
		Back Order:		

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i21 Source Company   **Quote Order : QU-23**

irely
4242 Flagstaff Cove
Comp Loc
Fort Wayne, IN, 46815, United States

Bill To:	ABC Reseller Somewhere St. Indianapolis, IN, 46204, United States

Customer:	ABC Reseller	Salesperson:	Jared Smith	PO Number:	Date:	04/18/2016
Location:	0001 - Fort Wayne	Ship Via:	UPS	Terms:	5% 5, Net 30	Due Date:	05/18/2016
Currency:	USD	Ordered By:	IRELY ADMIN	Split:		Template:	
BOL No:		Order Status:	Pending			
Ship To:	ABC Reseller Somewhere St. Indianapolis, IN, 46204, United States			Quote Order Header Comment:	Sample Quote. DUP: QU-21

Item #	Description	UOM	Ordered	Discount	Tax	Price	Total
87G	87 Unleaded Gasoline	Gallon	1.000	0.00%	0.00	1.85	1.85
	sample misc item		1.000	0.00%	0.00	10.50	10.50

Total Records: 2

Quote Order Footer Comment:		Subtotal:	12.35
		Shipping:	0.00
		Tax:	0.00
		Total:	12.35

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