

How to Print Quote Report

Print using Quote | Print button

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

Quote - ABC Reseller

New Save Search Delete Undo **Print** Blend Process Duplicate Recurring Close

Details Instructions Attachments (0) Audit Log (5) Comments (0) Approval (0)

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



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Do you want to print this report: Quote Report/s?

Yes

No

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.

Quote - ABC Reseller

New Save Search Delete Undo Print Blend Process Duplicate Recurring Close

Details Instructions Attachments (0) Audit Log (2) Comments (0) Approval (0)

Type: Standard Bill To: ABC Reseller PO Number: Order No: QU-48

Customer: ABC Reseller Ship To: ABC Reseller BOL No: Split:

Date: 6/30/2016 Ordered By: irelyadmin Status: Pending Salesperson: Jared Smith

Due Date: 7/30/2016 Ship Via: UPS Template Currency: USD

Location: 0001 - Fort Wayne Terms: 5% 5, Net 30 Expiration: Comments: sample Standard Quote

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

Item No	Description	UOM	Ordered	Discount	Tax	Price	Total	Tax Group
87G	87 Unleaded Ga...	Gallon	1.00	10.00%	0.23	1.850000	1.66	IN SST
	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 States

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

Item: On Hand: On Order (PO): Back Order:

Quote: Preliminary Quote: Price Only Price and Quantity

Subtotal: 12.16

Shipping: 0.00

Tax: 0.23

Total: 12.39

Ready

i21 Source Company

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

Quote Order : QU-48

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

Customer:	ABC Reseller	Salesperson:	Jared Smith	PO Number:		Date:	06/30/2016
Location:	0001 - Fort Wayne	Ship Via:	UPS	Terms:	5% 5, Net 30	Due Date:	07/30/2016
Currency:	USD	Ordered By:	IRELY ADMIN	Split:		Expiration Date:	
BOL No:		Order Status:	Pending	Template:			

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

Quote Order Header Comment: sample Standard Quote

Item #	Description	UOM	Ordered	Discount	Tax	Price	Total
87G	87 Unleaded Gasoline	Gallon	1.000	10.00%	0.23	1.85	1.66
	sample misc item		1.000	0.00%	0.00	10.50	10.50

Total Records: 2

Subtotal:	12.16
Shipping:	0.00
Tax:	0.23
Total:	12.39

Quote Order Footer Comment:

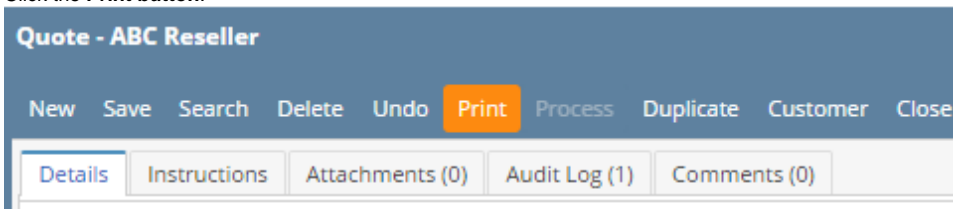
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Related Topics

- [How Template affects Printing of Quote](#)
- [How Template affects the Quote Report Format](#)
- [How to Upload a Company Logo for Reports](#)
- [How Include Entity Name on Address works](#)

Print using Quote | Print button

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2. Click the **Print** button.



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



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Do you want to print this report: Quote Report/s?



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.

Quote - ABC Reseller

NewSaveSearchDeleteUndoPrintProcessDuplicateCustomerClose

DetailsInstructionsAttachments (0)Audit Log (1)Comments (0)

Type:StandardBill To:ABC ResellerOrdered By:irelyadminOrder No:QU-23

Customer:ABC ResellerShip To:ABC ResellerPO Number:

Salesperson:Jared SmithStatus:Pending

Date:04/18/2016Due:05/18/2016Ship Via:UPSBOl No:

Split:

Currency:USD

Location:0001 - Fort WayneTerms:5% 5, Net 30Template

Comments:

+ InsertQl OpenX RemoveAdd RecipeGet Previous DetailsLayoutFilter Records (F3)

<input type="checkbox"/>	Item No	Description	UOM	Ordered	Discount	Tax	Price	Total	Tax Group
<input checked="" type="checkbox"/>	87G	87 Unleaded Gasoline	Gallon	1.00	0.00%	0.00	1.850000	1.85	
<input checked="" type="checkbox"/>		sample misc item		1.00	0.00%	0.00	10.500000	10.50	
<input checked="" type="checkbox"/>				0.00	0.00%	0.00	0.000000	0.00	

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

Item:

On Hand:

On Order (PO):

On Order (PO):

Committed:

Back Order:

Quote:

☒ Subtotal:12.35

☐ Preliminary Quote

Shipping:0.00

Tax:0.00

Total:12.35

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

Ready

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irely

i21 Source Company

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

Quote Order : QU-23

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

Customer:ABC ResellerSalesperson:Jared SmithPO Number:

Date:04/18/2016

Location:0001 - Fort WayneShip Via:UPSTerms:5% 5, Net 30Due Date:05/18/2016

Currency:USDOrdered By:IRELY ADMINSplit:

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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