



How to Accept a Quote Online





Select 'Quotes' in the top navigation bar.

Open Quotes Indefinite Quotes Special Requests

Search Open Quotes

Quote #	Date	Details	Jobs	Actions
WQ2533	11 Feb, 2014	Natalie's Test Quote	1	 

Click the 'Eye Icon' next to the appropriate quote.

Description	Price	Actions
<input type="checkbox"/> Natalie's Test Quote Business Card / 420 Artboard Gloss One Side / Standard (90 X 55) 1 Version / Quantity 1000 / CMYK Front & Back	\$70.95	  

Click the 'Pencil Icon' underneath the Actions tab.


Step 1 – Product ✓ Business Card / 420 Artboard Gloss One Side / Standard (90 x 55)

Step 2 – Options ✓ 1 Version / Quantity 1000 / CMYK Front & Back

Step 3 – Extras ✓ 0 Included Extras / 0 Optional Extras - \$0.00




Step 4 – Client ✓ Natalie's Test Quote


Step 5 – Artwork Artwork files are optional


 Select or Drop an Artwork file
[Slow upload? Find out more...](#)

Step 6 – Delivery ✓ Deliver To Me - \$0.00

Pricing (ex GST)

Price	\$0.00
Markup 	<input type="text" value="0"/> %
Profit 	\$ 0.00
Retail Price 	\$ 0.00

Discount Code 	<input type="text"/>
Subtotal	\$0.00
Delivery	\$0.00
Discount	\$0.00

Upload the artwork in Step 5, then hit 'Save Job'. Your total for this job is:

\$0.00
+ GST \$0.00



On the next page, click Submit Order to send your job to print.

