



MyPromoOffice

Sales order to job order confirmation process

If you have any difficulty with following the steps outlined in this help document, please don't hesitate to contact our help team by calling (02) 4302 0160 or via email at help@gunwebsystems.com.au

Document Overview

This document outlines and explains the process of converting a sales order into a job order confirmation:

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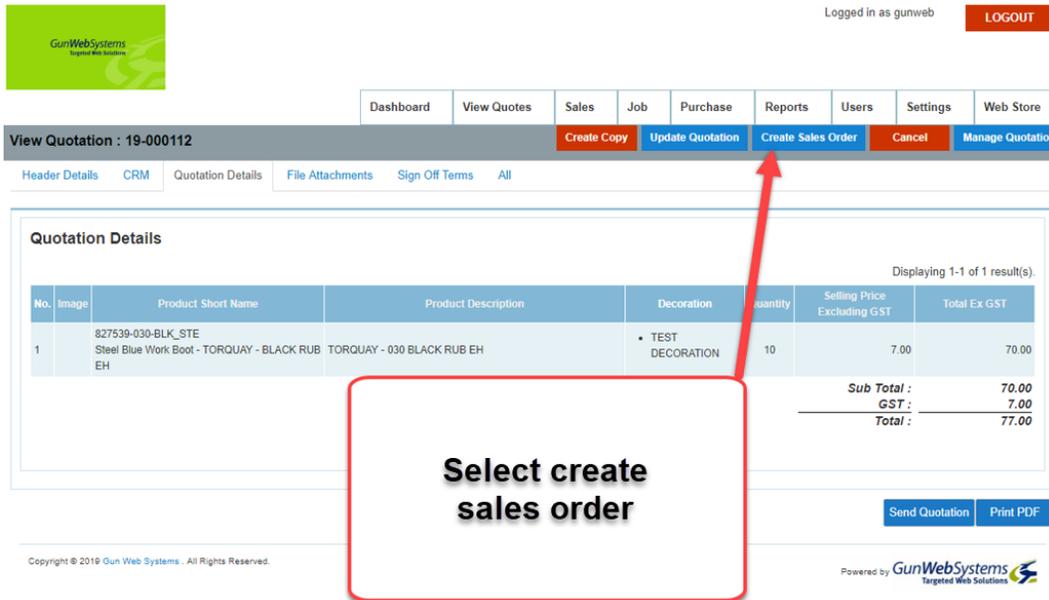
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MyPromoOffice – Sales order to job order confirmation process

Step 1.0 – Creating a sales order

Once a client has accepted a quote, you are able to initiate a sales order by following the process in the following steps.



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Dashboard View Quotes Sales Job Purchase Reports Users Settings Web Store

View Quotation : 19-000112 [Create Copy](#) [Update Quotation](#) [Create Sales Order](#) [Cancel](#) [Manage Quotation](#)

Header Details CRM Quotation Details File Attachments Sign Off Terms All

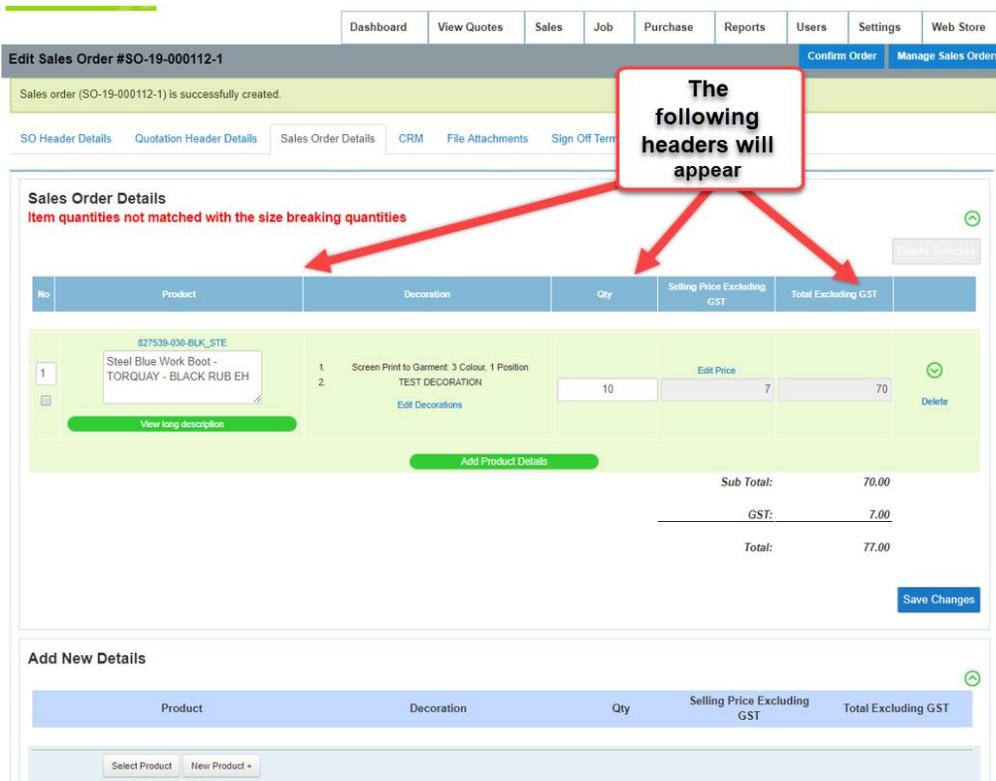
Quotation Details

Displaying 1-1 of 1 result(s).

No.	Image	Product Short Name	Product Description	Decoration	Quantity	Selling Price Excluding GST	Total Ex GST
1		827539-030-BLK_STE Steel Blue Work Boot - TORQUAY - BLACK RUB EH	TORQUAY - 030 BLACK RUB EH	• TEST DECORATION	10	7.00	70.00
Sub Total :							70.00
GST :							7.00
Total :							77.00

[Send Quotation](#) [Print PDF](#)

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Dashboard View Quotes Sales Job Purchase Reports Users Settings Web Store

Edit Sales Order #SO-19-000112-1 [Confirm Order](#) [Manage Sales Orders](#)

Sales order (SO-19-000112-1) is successfully created.

SO Header Details Quotation Header Details Sales Order Details CRM File Attachments Sign Off Terms

Sales Order Details
Item quantities not matched with the size breaking quantities

No	Product	Decoration	Qty	Selling Price Excluding GST	Total Excluding GST	
1	827539-030-BLK_STE Steel Blue Work Boot - TORQUAY - BLACK RUB EH	1. Screen Print to Garment: 3 Colour, 1 Position 2. TEST DECORATION	10	7	70	Delete
Sub Total:					70.00	
GST:					7.00	
Total:					77.00	

[Save Changes](#)

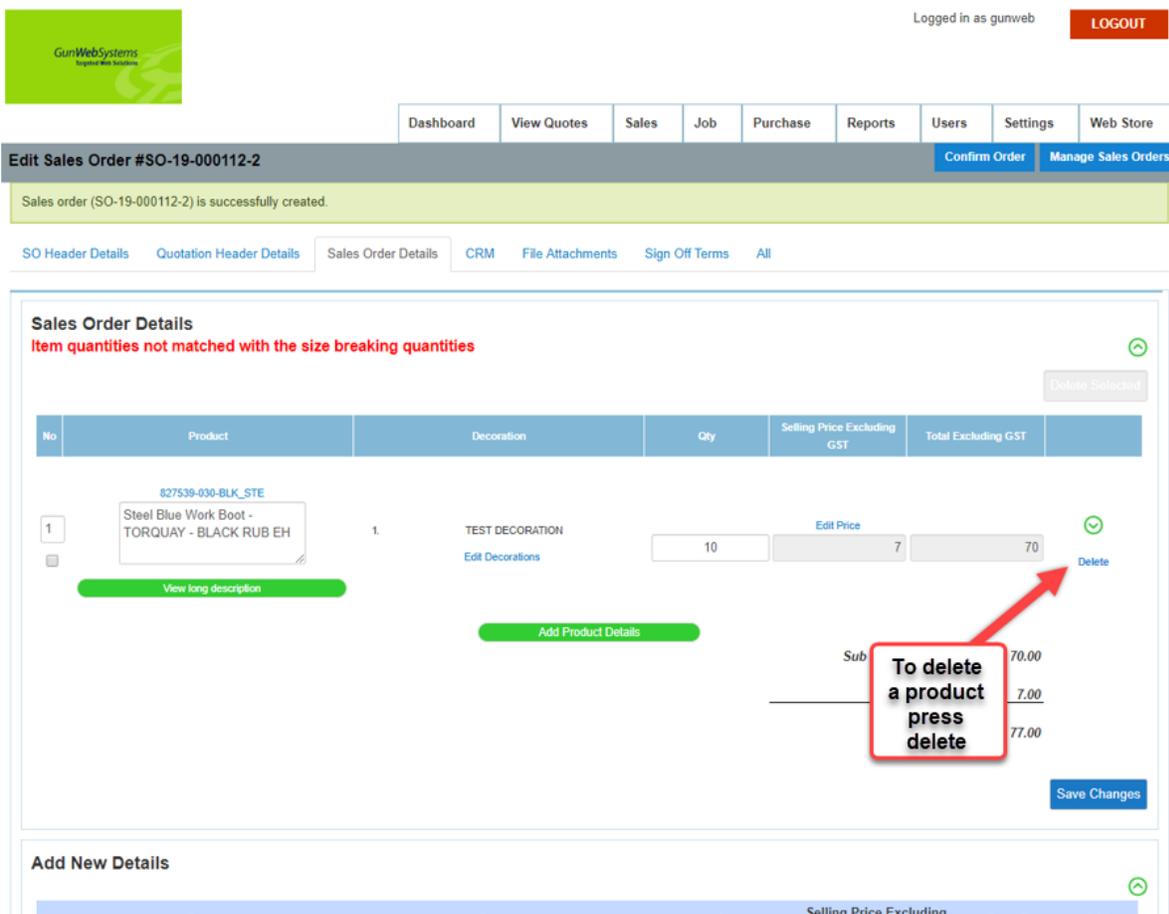
Add New Details

Product	Decoration	Qty	Selling Price Excluding GST	Total Excluding GST
Select Product	New Product +			

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Step 2.0 – Deleting unwanted products

If there are any unwanted products, select delete on delete product to remove the product from the sales order.



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Registered Web Applications

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Dashboard View Quotes Sales Job Purchase Reports Users Settings Web Store

Edit Sales Order #SO-19-000112-2 Confirm Order Manage Sales Orders

Sales order (SO-19-000112-2) is successfully created.

SO Header Details Quotation Header Details Sales Order Details CRM File Attachments Sign Off Terms All

Sales Order Details

Item quantities not matched with the size breaking quantities

Delete Selected

No	Product	Decoration	Qty	Selling Price Excluding GST	Total Excluding GST	
1	827539-030-BLK_STE Steel Blue Work Boot - TORQUAY - BLACK RUB EH	TEST DECORATION	10	7	70	Delete
					Sub	70.00
						7.00
						77.00

View long description Add Product Details Save Changes

To delete a product press delete

Add New Details

Selling Price Excluding

MyPromoOffice – Sales order to job order confirmation process

Step 3.0 – Adding a product

To add an additional product, press select product and proceed to search for the desired product by using the products ID number, product code, description or supplier name.

Sales Order Details
 Item quantities not matched with the size breaking quantities

No.	Product	Description	Qty	Selling Price Excluding GST	Total Excluding GST
				Sub Total:	0.00
				GST:	0.00
				Total:	0.00

Add New Details

Product	Description	Qty	Selling Price Excluding GST	Total Excluding GST
Select Product New Product + Add Product Here Add product description here Select Description New Description +				
		1	0.0	0.0

Customization Details Notes Imagery

Sub Total: 0.00
 GST: 0.00
 Total: 0.00

To add a product you can search for it in many ways including: ID, product code, product descriptions or the suppliers name.

ID	Image URL	Product	Product Short	Product Long Description	Supplier	Unit Price Excl GST
545		os123	indent item	purchase from china	AS Colour	3.00
544		827539-030-BLK_STE	Steel Blue Work Boot - TORQUAY - BLACK RUB EH	TORQUAY - 030 BLACK RUB EH	Steel Blue	1.00
543		827539-030-BLK_STE	Steel Blue Work Boot - TORQUAY - BLACK RUB	TORQUAY - 030 BLACK RUB	Steel Blue	1.00
542		817561-060	Steel Blue Work Boot -	TINDAL - 060 BLACK TPU	Steel	1.00

Add Close

MyPromoOffice – Sales order to job order confirmation process

1 To add a product select the box

2 Press add to add the selected products

ID	Image URL	Product Code	Product Name	Product Long Description	Supplier	Unit Price
545		os123	indent item	purchase from china	AS Colour	3.00
544		827539-030-BLK_STE	Steel Blue Work Boot - TORQUAY - BLACK RUB EH	TORQUAY - 030 BLACK RUB EH	Steel Blue	1.00
543		627539-030-BLK_STE	Steel Blue Work Boot - TORQUAY - BLACK RUB	TORQUAY - 030 BLACK RUB	Steel Blue	1.00
542		617561-060	Steel Blue Work Boot -	TINDAL - 060 BLACK TPU	Steel	1.00

Add New Details

1 The product selected should be seen here

2 To add any embroidery or printing on the product click select decoration

Product: Steel Blue Work Boot - TORQUAY - BLACK RUB

Add product description here: TORQUAY - 030 BLACK RUB

Select Decoration: [Select Decoration] [New Decoration +]

Qty: 1

Selling Price Excluding GST: 1.5

Total Excluding GST: 1.5

Save Changes

Step 4.0 – Adding a decoration

To add a decoration, follow the outlined process below.

Add New Details

Product: Steel Blue Work Boot - TOR

Selling Price Excluding GST: Total Excluding GST

1 To add a decoration, you can search for a particular decoration by using the white boxes

Decsno	Decoration Main Type	Decoration Code	Decoration Description	Is Custom Decoration	Lead Time	Logo Setup Charges	Unit Price Cost	
<input type="checkbox"/>	2	testdecomain	TEST_DEC	TEST DECORATION	N	10	20.00	3.50
<input type="checkbox"/>	31	testdecomain	Asdsa	1 Col pad print	N	0	0.00	
<input type="checkbox"/>	19	testdecomain	50223E-1	TEST NEW	N	10	0.00	3.00
<input type="checkbox"/>	4	SCRG	SCRG-3C1P-CP	Screen Print to Garment: 3 Colour, 1 Position	N		225.00	1.72
<input type="checkbox"/>	6	HEADDEC	HEADDEC-CP	Headwear Decoration up to 10cms	N		75.00	5.20
<input type="checkbox"/>	3	PRINTINC	pntin	Print Included	N		0.00	0.00
<input type="checkbox"/>	2	EMBB	EMBB-CP	Embroidery to Bag up to 10cms	N		75.00	3.80
<input type="checkbox"/>	10	EMBB	BAGND	No Decoration Required	N		0.00	0.00
<input type="checkbox"/>	12	PAD	PAD-3C1PS-CP	Pad Print: 3 Colour, 1 Position Small 33mm	N		225.00	1.04

2 To select a decoration click the box next to the decoration/s you want on the product

3 Select add to add the selected decorations to the sales order

Buttons: Add, Close, Save Changes

Displaying 1-20 of 21 result(s).

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Step 5.0 – Adding sizes and colours

To add the required sizes and colours to a product, select the product and click on “add product details”. Follow the process outlined in the images below:

4 These boxes allow for adding custom details and notes for the product

1 Click view size/colours

5 You can also add custom details and notes required for an individual product

2 Click view sizes/colours

6 You can also add custom details and notes required for that product

3 Click view sizes/colours

Sales Order Details
 Item quantities not matched with the size breaking quantities

No	Product	Decoration	Qty	Selling Price Excluding GST	Total Excluding GST
1	Mens Elite Polo	1. Screen Print to Garment: 3 Colour, 1 Position	100	45.45	4545
2	Steel Blue Work Boot - TORQUAY - BLACK RUB	1. Screen Print to Garment: 3 Colour, 1 Position	10	27.97	279.7
3	Steel Blue Work Boot - TORQUAY - BLACK RUB		1	1.5	1.5

To add sizes and colour, click on add product details.

Sub Total: 4,826.20
 GST: 482.62
 Total: 5,308.82

Save Changes

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Step 6.0 – Adding rows for additional specifications

In order to add information for additional rows, you will need to add a change of spec for size, colour needed for the client.

1 Click Add Row.

2 Click Add Row.

3 Click Add Row.

Sub Total: 4,826.20

Sales Order Details
 Item quantities not matched with the size breaking quantities

No	Product	Decoration	Qty	Selling Price Excluding GST	Total Excluding GST
1	Mens Elite Polo	1. Screen Print to Garment: 3 Colour: 1 Position	100	45.45	4545
2	Steel Blue Work Boot - TORQUAY - BLACK RUB	1. Screen Print to Garment: 3 Colour: 1 Position	10	27.97	279.7
3	Steel Blue Work Boot - TORQUAY - BLACK RUB	1. Screen Print to Garment: 3 Colour: 1 Position	1	1.5	1.5

Sub Total: 4,826.20
 GST: 482.62
 Total: 5,308.82

To add sizes and colour, click on add product details.

Save Changes

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Step 7.0 – Ensuring information is correct

You will need to go through each of the tabs to ensure this information is correct.

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Dashboard View Quotes Sales Job Purchase Reports Users Settings Web Store

Confirm Order Manage Sales Orders

SO Header Details Quotation Header Details Sales Order Details CRM File Attachments Sign Off Terms All

Sales Order Details

You now need to go through each of the tabs, which we will do to make sure the information is correct.

No	Decoration	Qty	Selling Price Excluding GST	Total Excluding GST
1	Mens Elite Polo P3200_BIZ 1. Screen Print to Garment: 3 Colour, 1 Position	2	290.22	580.44
2	Steel Blue Work Boot - TORQUAY - BLACK RUB 627539-030-BLK_STE 1. Screen Print to Garment: 3 Colour, 1 Position			

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Dashboard View Quotes Sales Job Purchase Reports Users Settings Web Store

Confirm Order Manage Sales Orders

SO Header Details Quotation Header Details Sales Order Details CRM File Attachments Sign Off Terms All

Sales Order - Header Details

Office Address Shipping Address

Customer Name: Gun Web Systems
Telephone: 02 4302 0158
Address: add1
Address 2: add2
Address 3: add3
Town: Town1
State: State1
Postal Code: 123
E-mail: sally@gunwebsystems.com.au
Fax:

1 Fill out all of the boxes with the required information.

2 Once you have checked that the information is correct you need to click on quotation header details.

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Show Price Details in PDF Show Notes in PDF Show Customisation Details in PDF Show Product Details in PDF

Send Sales Order Print PDF

Step 8.0 – Client CRM Settings

You will need to update the date the client needs to be followed up on and add any further relevant information.

Quotation - Header Details

ID	108
Quotation Number	19-000108
Quote Name	test steel blue
Reference ID	sally@gunwebsystems.com.au
Comments	
Processed By	gunweb
Date	14-06-2019

Show Price Details in PDF
 Show Notes in PDF
 Show Customisation Details in PDF
 Show Product Details in PDF

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Sales Contacts & Activities

Displaying 1-1 of 1 result(s).

ID	Created Date	Comments	Follow-Up Status	Follow up Date	Added By
2077	04-07-2019	New sales details ((Steel Blue Work Boot - TORQUAY - BLACK RUB (627539-030-BLK_STE)) x 1 in qty) added to Sales Order (SO-19-000108-5)		04-07-2119	gunweb

Add Sales Contact or Activity
Fields with * are required.

Internal Use

Comments *

Follow up Date: 10-07-2019

Follow-Up Status: Select Follow-Up Status

Upload File: No file chosen

Show Price Details in PDF
 Show Notes in PDF
 Show Customisation Details in PDF
 Show Product Details in PDF

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Step 9.0 – Attaching a file

To attach a file, select the large white box in the bottom of the screen to bring up the select a file menu. Follow the steps in the image below.

1 Click this white box to bring up the files if you need to attach any required files.

2 To attach a file double click on the file to attach it.

1 What the file should look like when attached.

2 Now click sign off terms.

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Dashboard View Quotes Sales Job Purchase Reports Users Settings Web Store

Edit Sales Order #SO-19-000108-5 [Confirm Order](#) [Manage Sales Orders](#)

SO Header Details Quotation Header Details Sales Order Details CRM File Attachments **Sign Off Terms** All

Attached Documents

Add Documents

0.3 MB
Remove file

Show Price Details in PDF Show Notes in PDF Show Customisation Details in PDF Show Product Details in PDF

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Step 10.0 – Sign off terms

Enter any required sign off terms, select save. After selecting save proceed to the “All” tab.

The screenshot shows the 'Sign Off Terms' page in the GunWebSystems application. At the top right, it says 'Logged in as gunweb' with a 'LOGOUT' button. A navigation bar includes 'Dashboard', 'View Quotes', 'Sales', 'Job', 'Purchase', 'Reports', 'Users', 'Settings', and 'Web Store'. Below this is a header for 'Edit Sales Order #SO-19-000108-5' with 'Confirm Order' and 'Manage Sales Orders' buttons. The main navigation tabs are 'SO Header Details', 'Quotation Header Details', 'Sales Order Details', 'CRM', 'File Attachments', 'Sign Off Terms', and 'All'. The 'Sign Off Terms' section contains a table with columns: ID, Sign Off Code, Sign Off Term, Created By, and Created Date. The table is empty with the message 'No results found.' Below the table is the 'Add Sign Off Term' form with the instruction 'Fields with * are required.' The form has a 'Sign Off Code' dropdown menu (annotated with a red '1' and a box saying 'Select the sign off terms required, then click save.') and a 'Sign Off Term' text area containing 'Test'. A 'Save' button is at the bottom right of the form. A red box with a '2' and the text 'Select all.' is positioned to the right of the form, with an arrow pointing to the 'All' tab. At the bottom of the page, there are checkboxes for 'Show Price Details in PDF', 'Show Notes in PDF', 'Show Customisation Details in PDF', and 'Show Product Details in PDF', along with 'Back to Top', 'Send Sales Order', and 'Print PDF' buttons.

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Step 11.0 – Check information

Go through all information that you have entered in order to ensure that the information is correct.

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Sales Order - Header Details

ID	70	Office Address	Shipping Address
Sales Order Number	SO-19-000108-5	Customer Name	Gun Web Systems
Sales Person ID	test sales person	Telephone	02 4302 0158
Production Coordinator	jacqui	Address	add1
Customer PO#		Address 2	add2
Created Date	04-07-2019	Address 3	add3
Due Date	28-06-2019	Town	Town1
Follow-up Status	Customer Followed By Email	State	State1
		Postal Code	123
		E-mail	sally@gunwebsystems.com.au
		Fax	

What it should look like.

Quotation - Header Details

ID	108
Quotation Number	19-000108
Quote Name	test steel blue
Reference ID	sally@gunwebsystems.com.au
Comments	

Processed By: gunweb
Date: 14-06-2019

Sales Order Details

No	Product	Decorations	Qty	Selling Price Excluding GST	Total Excluding GST												
1	Mens Elite Polo	1. Screen Print to Garment: 3 Colour, 1 Position	2	290.22	580.44												
<table border="1"> <thead> <tr> <th>#</th> <th>Size</th> <th>Quantity</th> <th>Color</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>L</td> <td>1</td> <td>Black</td> </tr> <tr> <td>2</td> <td>XL</td> <td>1</td> <td>Red</td> </tr> </tbody> </table>						#	Size	Quantity	Color	1	L	1	Black	2	XL	1	Red
#	Size	Quantity	Color														
1	L	1	Black														
2	XL	1	Red														
2	Steel Blue Work Boot - TORQUAY - BLACK RUB	1. Screen Print to Garment: 3 Colour, 1 Position	2	126.97	253.94												

MyPromoOffice – Sales order to job order confirmation process

#	Size	Quantity	Color	+Add Row
1	13	1	Black	Edit Delete
2	11	1	Black	Edit Delete

[Add Product Details](#)

627539-030-BLK_STE

3 Steel Blue Work Boot - TORQUAY - BLACK RUB

Edit Price 1 1.5 1.5 Delete

[View long description](#)

Customization Details	Notes	Imagery	Size/Colors
			Upload Image Hide Size Colors

#	Size	Quantity	Color	+Add Row
1	XXL		Black	Edit Delete

[Add Product Details](#)

Sub Total: 836.88

GST: 83.59

Total: 919.47

[Save Changes](#)

Add New Details ↻

Product	Decoration	Qty	Selling Price Excluding GST	Total Excluding GST
		1	0.0	0.0

Select Product New Product +

Add Custom Product Here

Add product description here

Select Decoration New Decoration +

Customization Details	Notes	Imagery

[Save Changes](#)

Sales Contacts & Activities ↻

Displaying 1-1 of 1 result(s).

ID	Created Date	Comments	Follow-Up Status	Follow up Date	Added By
2077	04-07-2019	New sales details ((Steel Blue Work Boot - TORQUAY - BLACK RUB (627539-030-BLK_STE)) x 1 in qty) is added to Sales Order (SO-19-000108-5)		04-07-2119	gunweb

What it should look like.

What it should look like.

MyPromoOffice – Sales order to job order confirmation process

Add Sales Contact or Activity
*Fields with * are required.*

Internal Use

Comments *

Follow up Date: 10-07-2019

Follow-Up Status: Select Follow-Up Status

Upload File
Choose File No file chosen

[Save](#)

Sign Off Terms

ID	Sign Off Code	Sign Off Term	Created By	Created Date
No results found.				

Add Sign Off Term
*Fields with * are required.*

Sign Off Code: Select Term

Sign Off Term: Test

[Save](#)

Comments *

Follow up Date: 10-07-2019

Follow-Up Status: Select Follow-Up Status

Upload File
Choose File No file chosen

[Save](#)

Sign Off Terms

ID	Sign Off Code	Sign Off Term	Created By	Created Date
No results found.				

Add Sign Off Term
*Fields with * are required.*

Sign Off Code: Select Term

Sign Off Term: Test

[Save](#)

Show Price Details in PDF Show Notes in PDF Show Customisation Details in PDF Show Product Details in PDF

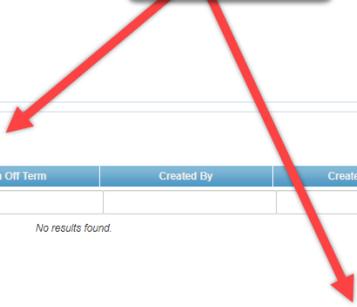
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What it should look like.



What it should look like.



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Step 12.0 – Confirm order

Once you are satisfied that all information you have entered are correct, you can click confirm order. The second picture is what it should look like after you clicked confirm order. Then you need to click view on the order you just confirmed.

Once you are happy that all the details are correct, you then click confirm order.

1 Once you have clicked confirmed the order. It'll refresh to this page.

2 Select view.

No.	Created Date	Sales Order Number	Quotation Number	Master Customer	Customer	Production Coordinator	Sales Person	Follow-up Status		
1	03-07-2019	SO-19-000112-1	19-000112	BWA	BWA		System Administrator		View Confirm Cancel Print PDF	
2	03-07-2019	SO-19-000112-2	19-000112	BWA	BWA		System Administrator	SO Confirmed	View Convert To Job Cancel Print PDF	
3	19-06-2019	SO-19-000108-1	19-000108	Gun Web Systems	Gun Web Systems	Test User 2	test sales person	Awaiting artwork	View Cancel Print PDF	
4	24-06-2019	SO-19-000108-2	19-000108	Gun Web Systems	Gun Web Systems	Test User 2	test sales person		View Confirm Cancel Print PDF	
5	04-07-2019	SO-19-000108-3	19-000108	Gun Web Systems	Gun Web Systems	Test User 2	test sales person		View Confirm Cancel Print PDF	
6	04-07-2019	SO-19-000108-4	19-000108	Gun Web Systems	Gun Web Systems	Test User 2	test sales person		View Confirm Cancel Print PDF	
7	04-07-2019	SO-19-000108-5	19-000108	Gun Web Systems	Gun Web Systems	Test User 2	test sales person	SO Confirmed	View Convert To Job Cancel Print PDF	
8	05-06-2019	SO-19-000107-1	19-000107	Anglican Community Fund Inc	Anglican Community Fund Inc	Helen Kitching	test sales person	SO Converted to Job	View Cancel Print PDF	
9	06-06-2019	SO-19-000107-2	19-000107	Anglican Community Fund Inc	Anglican Community Fund Inc	Helen Kitching	test sales person	SO Converted to Job	View Cancel Print PDF	
10	27-05-2019	SO-19-000106-1	19-000106	Anglican Community Fund Inc	Anglican Community Fund Inc	Helen Kitching	artwork	Bladon User	SO Converted to Job	View Cancel Print PDF
11	01-06-2019	SO-19-000106-2	19-000106	Anglican Community Fund Inc	Anglican Community Fund Inc		Bladon User	SO Converted to Job	View Cancel Print PDF	

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Step 13.0 – Check information

As seen in step 10, you need to go through each tab in the below images in order to ensure that the information is correct.

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Step 14.0 – Review and send quote

Review the PDF preview that is generated, and if happy. Follow the below steps to send the quotation.




ORDER CONFIRMATION

SO-19-000108-1

Due Date : 28-06-2019

Quotation Number : 19-000108

Customer : Gun Web Systems

Address : add1, add2, add3, Town1, State1, 123

E-mail : sally@gunwebsystems.com.au

Telephone : 02 4302 0158

Date : 19-06-2019

Customer PO# :

Production Coordinator :

Sales Person : Test Sales Person

No	Product	Decoration	Qty	Price Ex GST	Total Ex GST
1	P3200 BIZ Mens Elite Polo	1. Screen Print to Garment: 3 Colour, 1 Position	100	45.45	4,545.00
Product Details					
 <p>Mens Elite Polo.</p>					
2	627539-030-BLK STE Steel Blue Work Boot - TORQUAY - BLACK RUB	1. Screen Print to Garment: 3 Colour, 1 Position	10	27.97	279.70
Product Details					
 <p>TORQUAY - 030 BLACK RUB</p>					
3	Mens Elite Polo		5	24.75	123.75
Product Details					
				Sub Total	4,948.45
				GST	494.85
				Total	5,443.30

SIGN OFF TERMS

30 Day Account
 Full payment is due 30 days from invoice date.
 Please sign your approval to proceed if all details on the order are correct and you would like to proceed

Approval _____
 Date _____

How to pay

 **by credit card**
 To pay via MasterCard or VISA.

by Phone
 Quote Ref: Invoice Number

 **by mail**
 Detach this section and mail your cheque to...

What the order confirmation should look like, double check the information is correct.



Logged in as gunweb

LOGOUT

- Dashboard
- View Quotes
- Sales
- Job
- Purchase
- Reports
- Users
- Settings
- Web Store

Send Email - Sales Order (SO-19-000108-1)

Manage Emails

Fields with * are required.

From * To *

Cc

Bcc

Subject *

Body *

Attached File [View PDF](#)

1 The email address you are sending the quote to, you can edit this.

2 The email you are sending the quote from, you can edit this.

3 If you want to send it to multiple people use the CC function, they will be able to see who else you've added to the email.

4 If you want to send it to multiple people without them seeing who was added, use the BCC function.

5 You can change the email subject.

6 This is where you can type your message to the recipients.

7 Once you are happy with the above information, you can click send.