EFI Pace | Estimate Quote Letter

Standard Report

December 2008

print to win.

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EFI Pace Estimate Quote Letter Standard Report

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Estimate Quote Letter

Report File Name	quote-letter.rpt
Report File ID	168
Module	Estimating
Description	Displays the estimate quote letter.

To run this report, do all of the following:

1. On the EFI Pace Main menu, click **Estimating**, and then click **Find Estimates**.

   The Estimate list page appears.

2. On the Estimate list page, use the search and find feature to locate the desired Estimate. Click the magnifying glass next to the estimate for which you want to view the Estimate Quote Letter.

   The Estimate Summary page appears.

3. On the Estimate Summary page, click **[Quote Letter]**.

   The Estimate Quote Letters page appears.

4. On the Estimate Quote Letters page, click the magnifying glass next to the quote letter you want to view/print.

   The Estimate Quote Letter page appears.

5. On the Estimate Quote Letter page, click **[Print Quote Letter]**.

   The Report Properties pop-up window appears.

5. On the Report Properties pop-up window, complete the fields using the "Parameters" topic in this report documentation as a guide.

Use the Estimate Quote Letter report to create a quote letter in customer consumable format to send to the customer. This report is typically run by the Estimator. Customer Service Representatives and Salespeople can also generate this report.

Parameters

The following table contains the parameters, both user and system defined, that the system uses to generate this report.

Parameter Name	User Entered Values	System Entered Values	Default Value
Show Paper Specs	Y=Yes, display paper specifications. N=No, do not display paper specifications.	None	N

Field data source and calculations

The following information provides report field source information and calculated values (as applicable). Refer to the related Quick Start Guide for detailed field description information.

Unless stated otherwise, all fields on this report use the following:

Source object: Primary objects are the Estimate and the EstimateQuoteLetter with references to Estimator, Salesperson, Customer, EstimateSummary, QuoteLetterType and Contact.

Source table: Primary objects are the Estimate and the EstimateQuoteLetter with references to Estimator, Salesperson, Customer, EstimateSummary, QuoteLetterType and Contact.

Navigation: Estimating/Find Estimates/Estimate Summary page/Quote Letter button/QuoteLetter Detail page.

Description

Location: Description

Size

Location: Size

Paper

Location: Paper

Ink

Location: Ink

Prepress

Location: Prepress

Finishing

Location: Finishing

Prices

Location: Prices

Schedule

Location: Schedule, user-defined standard paragraph

Estimate Quote Letter report sample

UNP

1902 2nd AVE N
Suite 101
Jacksonville Beach, FL 32250
Phone (904) 564-9690
Fax (904) 564-9691
http://www.pace2020.com

Quotation
S8030A

To:

Philadelphia 76'ers
3601 South Broad Street
Philadelphia, PA 19148
ATTN: Reece Abreon
Phone (302) 623-1334
Email mcheeks@76.com

Date	09/13/2008
Salesperson	**Tony Caudmountain**
Estimator	**Pat Estimadyke**

Dear Philadelphia 76'ers

Here is the quote for the order you requested.

Below Is Your Detailed Production Specifications for this Request

Description	Stationery - Home Office - Letterhead - Joe/Katie/Jeff
Size	Final Size : 8 1/2 x 11
Paper	Letterhead - Joe/Katie/Jeff - 70.0lb Coated - #1 Grade Envelopes - 24.0lb #-10-24# AVBRWHT CL Laid Writing
Ink	Letterhead - Joe/Katie/Jeff - 2/1(3 Total Colors) PMS Envelopes - 2/0 Black
Prepress	Letterhead - Joe/Katie/Jeff - Digital Blueline (Lo-Res), PDF Proof, Impose Sigs Envelopes - Digital Blueline (Lo-Res), Impose Sigs
Finishing	Letterhead - Joe/Katie/Jeff - Box - 30# Envelopes - Box - 30#
Prices	Quantity / Price / Total Price 2,500 / $2,200.00USD / $2,200.00USD 5,000 / $2,890.74USD / $2,890.74USD
Schedule	Delivery dates are based on proof being returned as expected

Sincerely,

Sales Force

Quoted By: Tony Caudmountain **Sign:** _____ **Date:** _____

Accepted By: _____ **Sign:** _____ **Date:** _____

Thank You for giving us the opportunity to submit this quote. As always, quotes are based on a physical inspection of your originals and are valid for 30 days unless otherwise specified.