# Sales Quotation

### Sales and marketing > Common > Sales quotations > All quotations

### Summary

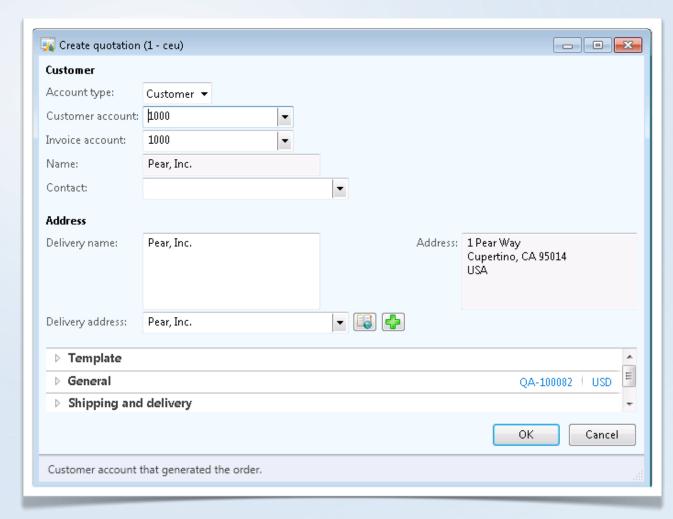
Send quotations to a Customer or Prospect to confirm pricing and other terms before processing an order. A quotation can be converted into a Sales order once an agreement is reached.

- Steps 1. Create a Quotation
  - 2. Enter Quotation lines
  - 3. Send Quotation
  - 4. Confirm to Sales order

Quotations can be used to communicate a price list for new **Customers** 

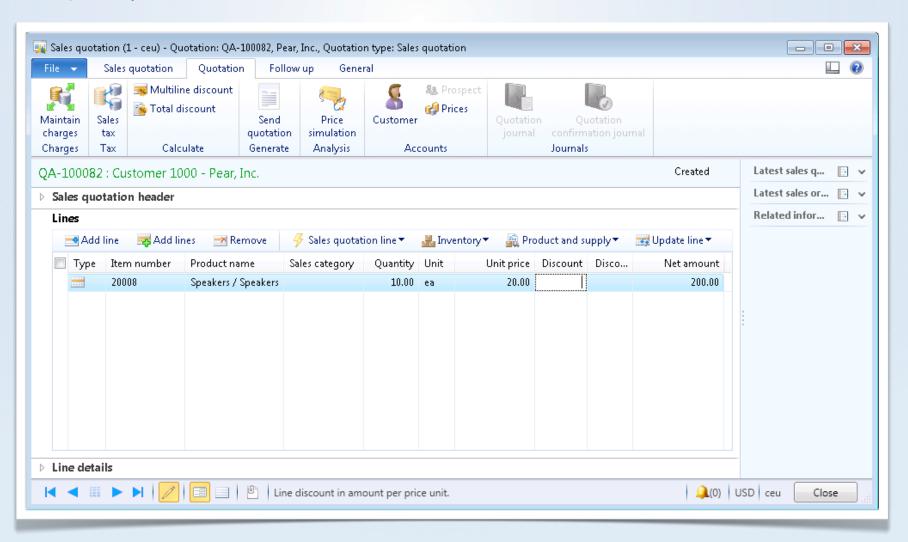
# Create a Quotation

- Click the new Sales quotation button.
- Choose **Account type** Customer.
- Select the Customer account.
- Click OK.

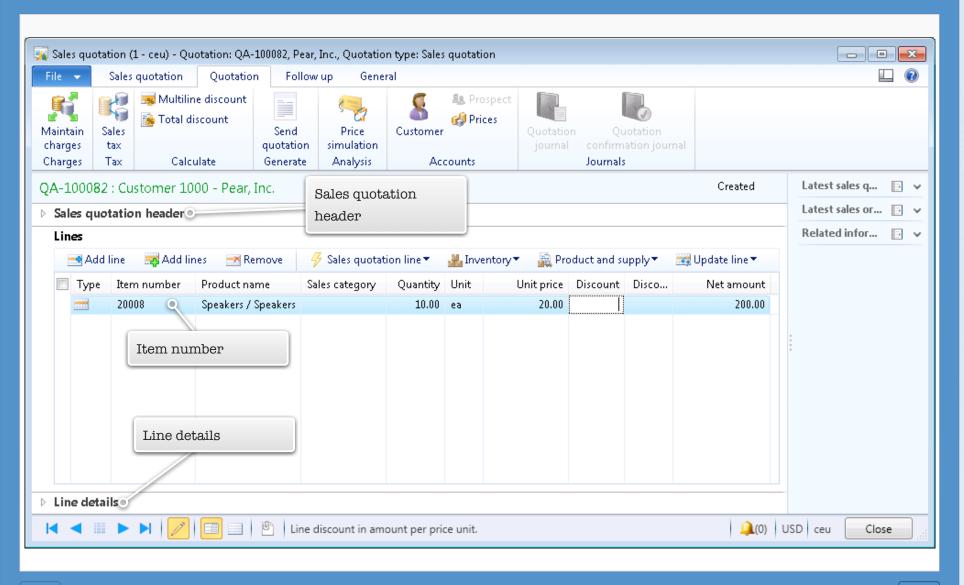


# **Enter Quotation lines**

- Choose the **Item number**.
- Enter **Quantity** of items.

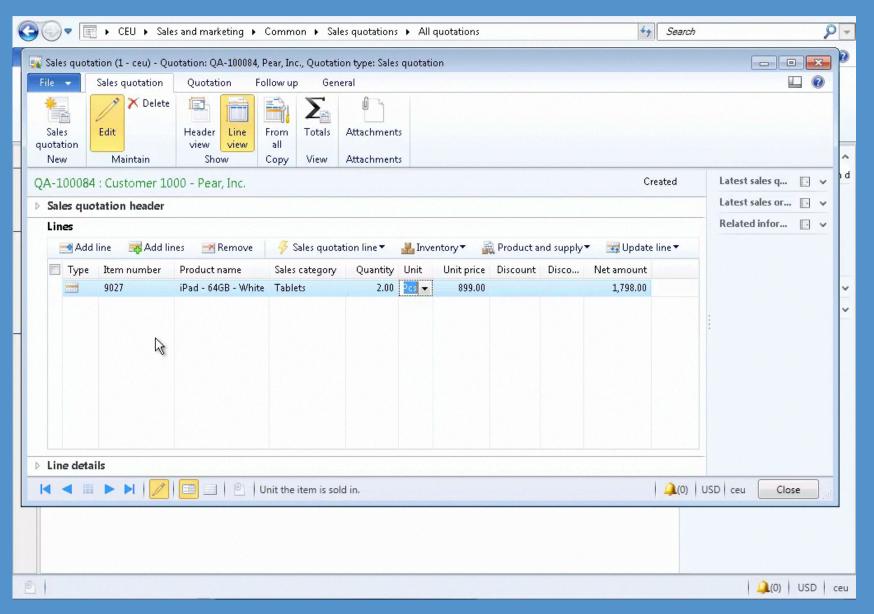


#### Interactive 2.1 Quotation Lines



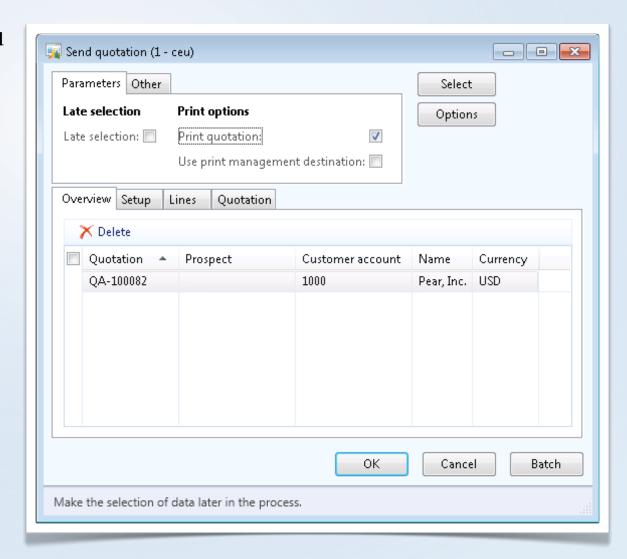
2

#### Movie 2.1 Sales Quotation



# **Send Quotation**

- On the Quotation tab, click the Send quotation button.
- Mark **Print quotation**.
- Click OK.



## Confirm to Sales order

- On the **Follow up tab**, click **Confirm**.
- Click OK.

