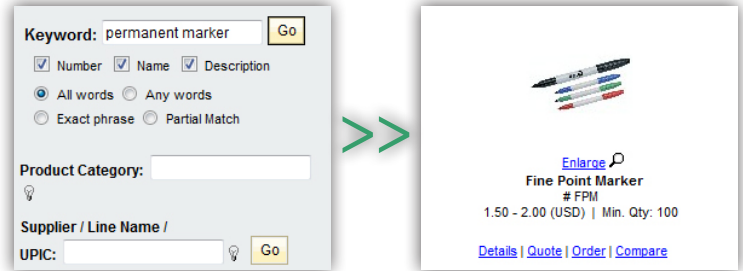


Product Presentations for Your Customers

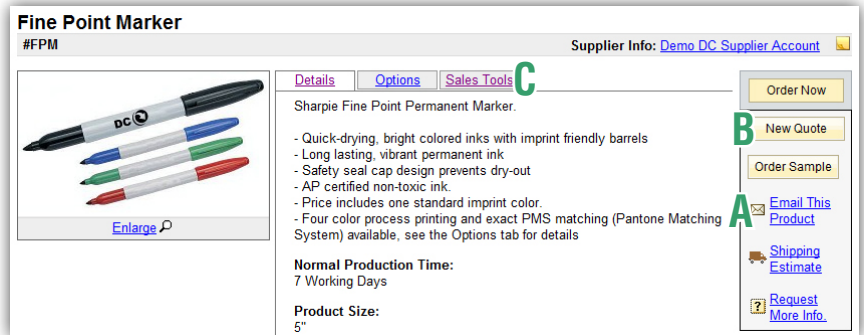
Your DistributorCentral account provides several ways for you to present product information to your customers.

Email or Create Quotes for Single Products

First, conduct a product search in your account. You can do this on the Home page in your account in upper left-hand area, or you can go to the Products menu and select Product Search. Once you locate a product, click on the Details link or on the product image to access the product information. (>>)



- From here, you can click on the **Email This Product** link to create a quick email to send to your customer (A)
- You can also click on **New Quote**, which will walk you through the options for the product to customize a formal quote for your customer (B)
- You can print a sales sheet for your customer as well by clicking on the **Sales Tools** tab and then selecting the **Sales Sheet** option (C)

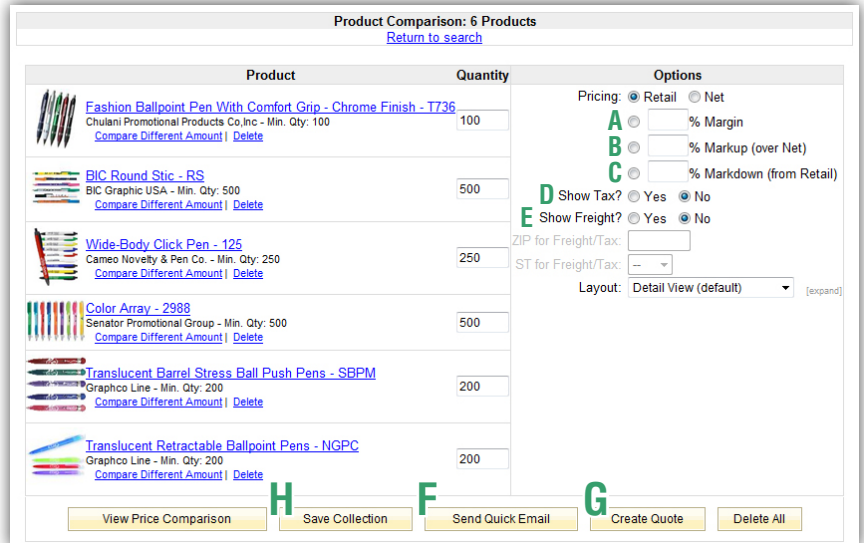


Email or Create Quotes for Multiple Products

Once you conduct a product search in your account, you can click on the **Compare** link under the product images which saves them in the Compare tab. Once you are ready to review the products to send to a customer, click on the Compare Tab. **Compare (e)**

- Prior to sending the product information or creating a quote, you can edit various features, such as:
 - **% Margin (a)** for example, if the product is \$1.00 net and you put **50** in this field, the price would then be \$2.00 retail
 - **% Markup over Net (B)** for example, if the product is \$1.00 net and you put **50** in this field, the price would then be \$1.50 retail
 - **% Markdown from Retail (C)** for example, if the product is \$2.00 retail and you put **50** in this field, the price would then be \$1.00 retail.

- You can set to display tax when you create a Quote, which will calculate based on the zip code and state information that you enter (D)
 - You can also designate to display the freight cost (E)
- Note:** The freight feature will only work if the supplier has setup their products to calculate the freight, however, you will be able to manually enter and adjust the freight cost as well



- To send an email of the compared products, click on the **Send Quick Email** button (F)
- To create a formal email of the compared products, click on the **Create Quote** button (G)
- If you would like to save the compared products to come back to them later, click on the **Save Collection** button (H)

Quote Information Continued on the Next Page >>

Creating a Quote

Once you have clicked on the Create Quote button, you can then further customize the quote information.

- Add your logo to the quote by clicking on

[Upload/Change Logo/Header Image](#) (A)

The recommend size for your logo would be 5.5" x 1.5" or 396 pixels x 108 pixels

- Add your customer to the quote by clicking on

[Lookup Customer](#) (B)

- You can adjust various details of the quote such as:

- Change the product image [Change Image](#) (C)

- Edit the product description (D)

- Edit the product price (E)

- Add Custom Options [Add Custom Option](#) (F)

- You can set to display tax (G) **Note:** You will have to manually add the tax at this point

- You can also designate to display the freight cost (H) **Note:** You will have to manually add the freight cost at this point

- You can add a disclaimer to your quote (I) To make a default disclaimer that automatically displays on all your quotes: Go to the **Account menu**, select **Preferences** and then select **Account Preferences**, from here click on **Quotes** and then enter in your disclaimer

- To officially save and create the quote, click on the [Finish](#) button (J)

Header/Info - Editable (shared among all pages)

Quote

Prepared For:
 Doogie's Medical Center
 1265 E 52nd St
 Scranton, PA 18501
 Phone: (555) 555-5555

[Remove Logo Image](#)
[Upload/Change Logo/Header Image](#) (A)
[Lookup Customer](#) (B)

Item Details (specific to this item's page) Item 1 of 6

[Prev Item](#)
Jump to: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#)
[Next Item](#)

Fashion Ballpoint Pen With Comfort Grip - Chrome Finish

T736

[Remove Image](#)
[Change Image](#) (C)
[Restore Image](#)

D
 Elegant chrome finish ballpoint pen, with comfort grip. Available in a variety of fashionable colors, such as black, red, blue, green and silver. Uses standard refills easily replaceable.

Also known as 736, CC736, CW736, AD736, SX736, WE736, T736, SG736, E736, SP736, ID736, MF736

Normal Production Time:
 10 Working Day(s)

[Restore Default Product Description](#)

Show Product Description and Pricing on Separate Pages

Add Custom Option (F)

Product	Product #	Qty	x Price	+ Setup	Subtotal
Fashion Ballpoint Pen With Comfort Grip - Chrome Finish (Edit) (Delete) (G) (H)	T736	100	0.9	0	90.00
Include in item total: <input type="checkbox"/> Tax <input type="checkbox"/> Freight					Total: 90.00

[Prev Item](#)
Jump to: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#)
[Next Item](#)

Footer/Disclaimer (shared among all pages)

Charges and prices as listed may change depending on options.

Please sign the line below to approve the quote, and fax it back to 888.888.8888.

.....

[Cancel Quote](#)
[Add Another Product](#)
[Finish](#) (J)

Once Your Quote has Been Saved

The quote will be stored in your account which you can access at anytime. You will be able to:

- View it as a PDF file [View as PDF](#) (A)
- View as HTML [View as HTML](#) (B)
- Email the quote to a customer [Email Quote](#) (C)
 - as a PDF
 - as HTML
 - as a Flash Presentation
- View a Flash Presentation [Flash Presentation](#) (D)
- Switch to a List View [Switch to List View](#) (E)

In the What Do You Want To Do section you will also be able to: (F)

- Edit the Quote
- Convert the Quote to an Order
- Duplicate the Quote
- Void the Quote

Quote Ref. No.: 607023
What Do You Want To Do? [Choose: View | Edit | Print | Send](#) [Go](#)

Preview Quote

[View as PDF](#) (A)
[View as HTML](#) (B)
[Email Quote](#) (C)
[Flash Presentation](#) (D)
[Switch to List View](#) (E)

Quote 607023

Prepared For:
 Doogie's Medical Center
 1265 E 52nd St
 Scranton, PA 18501
 Phone: (555) 555-5555
 E-Mail: jcarter@distributorcentral.com

[Remove Logo Image](#)
[Upload/Change Logo/Header Image](#) (A)
[Lookup Customer](#) (B)

Fashion Ballpoint Pen With Comfort Grip - Chrome Finish

T736

D
 Elegant chrome finish ballpoint pen, with comfort grip. Available in a variety of fashionable colors, such as black, red, blue, green and silver. Uses standard refills easily replaceable.

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Normal Production Time:
 10 Working Day(s)