Purchasing

INDEX Info	Request Quote	Info	Give Quote	Info
	Compare Quote	Info	Purchase Order	Info
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PRINT Info	Request Quote	Give Quote
	Compare Quote	Purchase Order
	Order Form	

This template is part of "Running Your Business with Quattro Pro for Windows" by Marina McInnis for TitleWave Press. Copyright 1993.

Request for Quotation

From:
Your Name (Buyer)
Your Company Name Here
Your Company Mailing Address
Your City, State, Zip
Your Company Phone Number
Your Company Fax number here

To:
Quoting Company's Contact Person's Name
Quoting Company's Name
Quoting Company's Mailing Address
Quoting Company's City, State, Zip
Quoting Company's phone number

Date: **11/24/24**
Quote #:

TERMS & CONDITIONS

Reply required by:
Delivery required by:
Ship via:
F.O.B.
Terms:
Other:

ITEM	QUANTITY	DESCRIPTION	PRICE EACH	AMOUNT
			TOTAL	

_____
Buyer

Quotation Comparisons

Quotation Number:	1	2	3	4	5	6
Item						
Quantity						
Price each						
Other charges						
Shipping charges						
Delivery charges						
Total cost						
Net Unit Cost	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Delivery date						

Other terms and considerations
Quotation 1
Quotation 2
Quotation 3
Quotation 4
Quotation 5
Quotation 6

Quotation

From:

Your Name
Your Company Name Here
Your Company Mailing Address
Your City, State, Zip
Your Company Phone Number
Your Company Fax number here

To:

Company's Contact Person's Name
Company's Name
Company's Mailing Address
Company's City, State, Zip
Company's phone number

Date: **11/24/24**
Quote #:

TERMS & CONDITIONS

Delivery by:

Shipping via:

F.O.B.

Terms:

Other:

ITEM	QUANTITY	DESCRIPTION	PRICE EACH	AMOUNT
1				
			TOTAL	

_____
Approved by

PURCHASE ORDER

From:

Your Name
Your Company Name Here
Your Company Mailing Address
Your City, State, Zip
Your Company Phone Number
Your Company Fax number here

Date: **11/24/24**
PO#

To:

Company's Contact Person's Name
Company's Name
Company's Mailing Address
Company's City, State, Zip
Company's phone number

TERMS & CONDITIONS

Delivery required by:

Ship via:

F.O.B.

Terms:

Other:

ITEM	QUANTITY	DESCRIPTION	PRICE EACH	AMOUNT

	Subtotal	
%	**Tax**	**#VALUE!**
	S & H	
	TOTAL	**#VALUE!**

_____

Approved by

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Software Division
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San Jose, CA 95128-1

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	SRP	Quantity
iness with Quattro Pro for Windows	$69.95	
25 QualiType TrueType Fonts	$39.95	
Schedule Express	$99.95	
itions with Quattro Pro for Windows	$59.95	
Animated Desktop	$49.95	
arting with Quattro Pro for Windows	$79.95	
Sound Explosion		
	Quantity	

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- TitleWave Press

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(8.25% for CA)   **Tax**

Shipping & Handling,
item, $1.75 for each a

Add $5.00 for Canadi

Make checks payable to TitleW

Payable in US$ ONLY

Ship order to:

Name	Discount Code (our use): BQ21
Company	
Street Address	
City	State	ZIP/POSTAL CODE

Please cha

Cardholder's

Card Name (

Card Numbe

Expiration D

Country		Phone# (to confirm order)		Cardholder's

* * * * Buy two and take 20% OFF * * * *

ave Press!

:01

909   U.S.A.

stand
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	Your Price	Ext. Price
	$34.95	
	FREE!	
	FREE!	
	$29.95	
	FREE!	
	$39.95	
	FREE!	
	Subtotal	
n one item?		
duct 20%		#VALUE!
ble subtotal	**#VALUE!**	
		#VALUE!
$6.00 for first		
additional item		#VALUE!
an orders		
Wave Press		
Order Total	**#VALUE!**	

arge my credit card
Name

Visa, MC, AmEx)

r

ate (Month/Year)

Signature

Return to Intro

PrintInfo

Click on the appropriate button in this section to print the page you want.

IndexInfo

Click on the appropriate button in this section to either jump to the desired page or to get some information about it.

NBInfo

Use copies of the worksheets in this notebook to request, give, and compare quotations. You'll also find a purchase order template to copy and use.

This template is part of a sample collection included with Quattro Pro for Windows 5.0. To upgrade to the complete "Running Your Business with Quattro Pro for Windows" package, see the OrderForm page in this notebook, or call TitleWave Press Customer Service at 1-800-280-4201.

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Author: Marina Michaels McInnis

POInfo

Use this page to send a purchase order.

CompQuoteInfo

Use this page to compare the different quotations you've been given. For better confidentiality and impartiality, the page is set up to use just quotation numbers, not company or individual names.

ReqQuoteInfo

Use this page to request quotes from other companies.

GiveQuoteInfo

Use this page to give quotes to other companies.

OrderInfo

Use this page to purchase more time-saving software from TitleWave Press.

You can also use this page as a template to create your own order form. Be sure to change all the phone number and address information.

OrderInst

To fill out the order form, start by indicating the quantity of each item you'd like to purchase. The order form then calculates the extended price, the subtotal, and any discount you qualify for.

If you live in California, you need to add tax to the subtotal after any discount has been taken and before shipping and handling is added. To have the form calculate the correct tax, simply enter "y" for Yes in the California Resident cell. The applicable tax will be calculated automatically.

Postage and handling fees are based on the number of items you order, and are calculated automatically. However, if you want the package shipped to an international address, you must enter an additional $10 fee in the appropriate cell.

For a description of each item, click the Info button next to the item.

FinInfo

The complete version of "Running Your Business with Quattro Pro for Windows" contains over 130 spreadsheet templates in 15 notebooks. Here's a sample of the time-saving spreadsheets you'll find in this collection:

Sales Forecasting, Production Schedule
Cash Budget, Manufacturing Costs Budget
Operating Expense Budget, Budgeted Income Statement
Inventory Control, Economic Order Quantity
Inventory Valuation, Reorder Point
Business Credit Application & Evaluation
Personal Credit Application & Evaluation
Predicting Business Failures
Tax Analysis, Business Use of Home, Estimated Taxes
Real Estate Management, Mortgage Calculators
Mortgage Comparison, Retirement Planning
Car Expenses, Phone Expenses, and Travel Expenses
and more...

Plus you get complete documentation, technical support, and two free gifts: Schedule Express and 25 TrueType fonts.

QTInfo

When you order Running Your Business with Quattro Pro for Windows, you get TWO free gifts!

First, we'll give you a full copy of Schedule Express, the easy-to-use planning tool that helps you manage your time and projects. Schedule Express lets you quickly create project plans and printed schedules. Great for presentations and proposals!

Second, we'll also throw in a fantastic set of 25 TrueType fonts from QualiType. This special set includes eye-popping headline fonts, reliable text fonts, and unusual specialty fonts.

APPInfo

"Developing Applications with Quattro Pro for Windows" is an example-packed tutorial that shows you how to create powerful spreadsheet applications. You'll learn how to:

Create and use macros
Build sophisticated dialog boxes
Create new menus
Add custom SpeedBars
Build a completely custom user interface
Create self-modifying macros
Add pop-up help to your spreadsheet applications
Apply professional design principles

This package puts you on the fast track to becoming a Quattro Pro for Windows POWER USER!

Don't forget, you also get a free special edition of DeltaPoint's popular "Animated Desktop."

ADInfo

When you order "Developing Applications with Quattro Pro for Windows," you'll also get a free copy of Animated Desktop from DeltaPoint. Animated Desktop is the acclaimed program that brings "Thrills, Chills, Sound & Motion" to your Windows desktop. You get:

A sound driver that lets you play sounds without any special equipment. You can use all sorts of sounds without a sound board.

An icon editor loaded with handy features. The icon camera alone is a fantastic find! You can snap a picture of any visible icon, save the picture as a bitmap, and presto, you've got a new graphic for your own applications.

A state-of-the-art icon editor that lets you create icons that sing, dance, or bark! You also get a collection of animated icons that you're sure to enjoy.

PROInfo

In "Process Control Charting with Quattro Pro for Windows" you get a unique and powerful set of spreadsheet templates. With over 4 megabytes of smart spreadsheets for statistical process control (SPC), all you need to do is add your data and watch your control charts take shape. Process engineers from all types of industries are using this one-of-a-kind package now to improve quality control, and save countless hours. You'll get all these charts:

**x-bar charts, range charts, and moving average charts
exponentially weighted, moving average charts
moving range charts and standard deviation charts
p charts, np charts, c charts, and u charts
chi-square charts and CumSum charts
and more...**

Each template is fully documented, and the concept behind each control chart is thoroughly explained.

You'll also get a free collection of sounds from Sound Explosion (no sound board required).

SEInfo

When you order "Process Control Charting with Quattro Pro for Windows," we'll give you a free collection of sounds from SOUND EXPLOSION by Programmer's Warehouse. This special version gives you over 100 professionally recorded digital sound effects.

From Alarms and Animals to Zooms and Zippers, you can choose the right special effect to add punch to presentations or just make life a little more exciting. A sound driver is

included, so you don't need any special equipment.