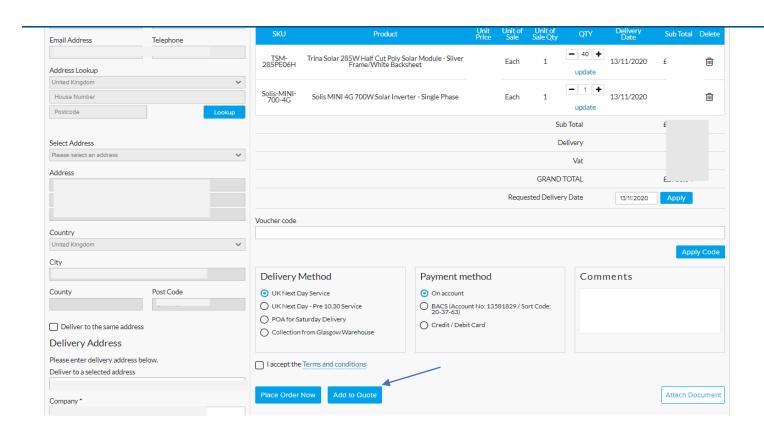


HOW TO CREATE A QUOTE

Creating a Quote



- Add Items to your basket and proceed to checkout.
- Complete the details like you would as if you were going to make the purchase but instead of clicking 'Place Order Now' click 'Add to Quote'
- The Quote will now show under 'My Quotes'. You can choose to convert the quote to an order later. Please note quotes are only valid for 30days and pricing is subject to change. Your account manager will inform you if pricing changes.