

Quoting Customer Special prices. VM3COP20.22

Generate an Issue under the heading '**Special Price Quotes to Customers**' In the Sales and marketing Meeting header.

Add any notes relating to the reason for the special price quotation.

Put the quote into opera and in the notes section add SPREF#***IssueNumber***

PDF the quote and upload to the issue generated.

Leave the Issue open until the quote is Purchased or its no longer Valid.