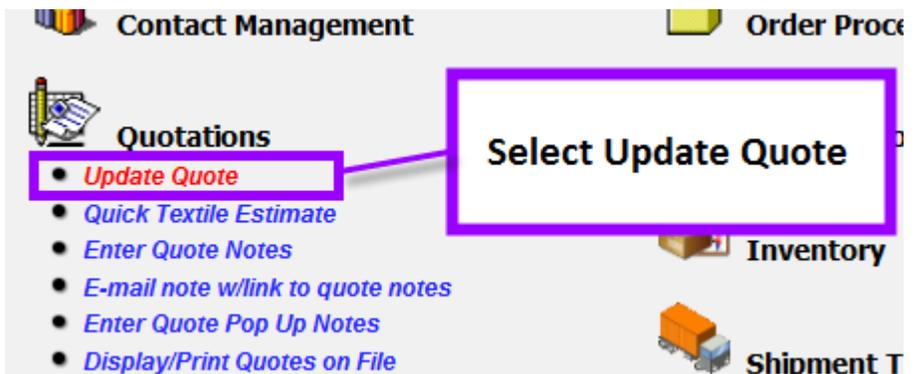


Creating a Quote in Lakeshore

Quotes are entered into the system as they are requested from customers or prospects. You may also enter a request for a quote from a vendor. Corrections can also be made as needed.

1. To enter a quote, expand the Quotations module and select "Update Quote".



2. QUOTE NUMBER - Enter the quote number to want to update. Or click "New" to generate a new quote. The next quote number in sequence will be assigned by the system.



3. You can generate a new quote from scratch or you can start by copying data from one or more other quotes or orders.

The following generation methods are available:

- Complete new quote - Generate the quote from scratch. No data will be copied.
 - General – usable for any type of items
 - Wearables – usable for decorated items
- Repeat existing quote - The quote will be generated by copying an existing quote. A new quote will be assigned. Otherwise, you can change any of the data on the quote.
 - You will be prompted for the quote number of the existing quote from which you want to copy data for the new quote.

Creating a Quote in Lakeshore

- New quote from existing quotes with same Job ID - You can pull data from several quotes into a single quote. For example, you may have several RFQ (requests for quotes) from vendors, all with the same job ID. You can then combine those into a single quote for your customer.
 - You will be prompted for the Job ID you are using to combine quotes. Note that it must match exactly.
- Append one quote to another quote - You can add data from one quote (perhaps a RFQ) to an existing quote.
 - You will be prompted for the quote number of the quote you want to copy data from and the one you want to copy data to.
- Generate quote from master order - The quote will be generated based on the data on the master order. Each order within the master order will be included.
 - You will be prompted for the master order to be used as the basis for your quote.
- Generate quote from single order - The quote will be generated based on the data on a single order.
 - You will be prompted for the order number to be used as the basis of your quote.

When you click the "Submit" button, a new quote will be generated based on the type of request. The next quote number in sequence will be assigned. You can then review the quote and make any changes you wish.

Generate New Quote

Generation Method:

- Completely new quote (general)
- Completely new quote (wearables)
- Repeat existing quote
- New quote from existing quotes with same Job ID
- Append one quote to another quote
- Generate quote from master order
- Generate quote from single order

Select "Completely new quote (general)", then click "Submit".

4. General Information Screen - This window contains key information about the whole quote such as the customer, prospect, or vendor for whom the quote is being entered.

The fields updated on this window will be described in detail. To display the function of any icon or button, move your mouse on top of the icon but do not click. A "tool tip" message will explain the purpose of that particular icon or button. A more detailed explanation is at the end of this help window.

TYPE CONTACT - Select whether the person requesting the quote is a customer, a prospect, or other. For quotes that are not for wearables, you may also do a request for a quote from a vendor.

Creating a Quote in Lakeshore

CONTACT ID - If the type of ID is "customer", enter the customer number. If the type is "prospect", enter the prospect ID. If the type is a request for a quote from a vendor, enter the vendor. For other IDs, enter a short description of the contact such as "John Smith".

CURRENT STATUS - You may note the status of this particular quote. The status of each open quote is checked each time the quote is displayed or printed and the status changed to "expired" if the current date is past the expiration date set on the quote.

MAILING ADDRESS - If you entered a valid customer number, prospect ID, or vendor number, the mailing address on file will be displayed. If you did not enter a valid code, you must type in the address.

CONTACT NAME - If you entered a valid customer, prospect or vendor, the contact name associated with that code will be displayed. You may change if appropriate.

SALUTATION - You may enter a salutation to be used on the printed quotation. If you have entered a customer or vendor number or a prospect ID, the salutation on that file will be displayed as the initial default.

TELEPHONE - The telephone number of the customer, prospect, or vendor will be displayed. You may want to print this information on your quotation.

FAX - The FAX number of the customer, prospect, or vendor will be displayed. You may want to print this information on your quotation. If you have the FAX module, you may FAX the quote.

E-MAIL ADDRESS - You may enter an e-mail addresses of the people to whom the quote may be e-mailed. The e-mail address on the customer, prospect, or vendor file will be the initial default.

SALESMAN - Enter the number assigned to the salesman making the quote. You must enter a nonzero salesman number.

REQUEST ID - A short description of the person or department making the request. Quotes can later be displayed or printed by request ID. You may leave this area blank.

JOB ID - You may use the Job ID to look up the quote later. It can also be used to combined several quotes together to compare prices or to create another quote. For example, you may have requests for quotes for several items placed with five vendors. You can compare the quoted prices, then combine the best ones into a final quote for the customer. You may leave the Job ID blank if you don't need to use this feature.

INQUIRY DATE - The date the quotation was requested by the contact. This will initially default to the current date.

QUOTE DATE - The date you want to show as the "quote date" on printed documents. This will initially default to the current date.

FOLLOW UP DATE - Enter the date on which you want to check the status of the quote. The follow up date is initially calculated based on the number of days from the current date that you have set on your system options.

Creating a Quote in Lakeshore

EXPIRATION DATE - Enter the last date on which the quote will be valid. The expiration date is initially calculated based on the number of days from the quote date that you have set on your system options.

SHIP VIA - Enter a ship via code to call up a ship via description. If the quote is for a customer, the customer's standard shipping information will be used. Otherwise code "01" will be the default.

SHIP DATE - Enter the approximate shipping date. However for this particular date you may also use alphabetic characters such as "ASAP" or "RUSH". You may also leave it blank.

'IN HAND' DATE - Enter the date after which the customer will not accept the merchandise.

ESTIMATED DELIVERY DAYS - Enter the number of days you expect it will take from the date the order is placed until the merchandise is delivered. The default is thirty days.

CREDIT ROUTINE - Enter a code that indicates the credit terms (also called credit routine) that will be applied to this quote if it becomes an order. If the quote is for a customer, the credit routine on the customer file will be inserted when the customer is selected. You may want to include the credit terms on your printed quote.

TAX ROUTINE - Enter a code that indicates the tax routine that will be used if the quote results in an order. If the quote is for a customer, the tax routine on the customer file will be the initial default. The tax routine description can be printed on the quote. It will also be copied to any orders that are generated from the quote. This information is optional.

COOP/PRICE GROUP - If the merchandise being quoted should use special pricing for a coop or other price group, enter the coop number. If the quote is for a customer that has a coop number defined, it will be filled in automatically when the customer is selected. If you are quoting merchandise that is not part of the coop, the code will be ignored.

SHOW OVERRUN MESSAGE? - A message concerning over or under quantities is commonly printed on quotes. You may want this on some quotes but not others. Check the box to include the run message; uncheck it to suppress the message. The default will be to include it. If you do not have an overrun message set up on your quote document template, this setting will be ignored.

OVERRUN % - The standard overrun message refers to a 10% over/under quantity. You may change this percentage for a particular quote.

NUMBER LINES NEXT SCREEN - This line will only appear if you are doing a wearables quote. You may specify the number of lines you need for the decoration area and for the blank goods area.

The number of decoration lines will initially default to 3 but you can increase that if you know you will need more. The maximum is 10 lines.

The number of lines for the blank goods will default to the value you have specified on the Order Processing system options. The maximum is 90 lines.

You will be able to add more lines from the wearables screen directly but it is more cumbersome. It is more efficient to specify more lines here if you think you will need more.

Creating a Quote in Lakeshore

It is OK to request more lines than you will actually use.

ART NUMBERS - You may associate up to 10 art numbers with this quote.

Quote Number: **000755**  

Enter/Update Quote

General Information

Type Contact: * Customer Prospect Vendor Other

Contact ID: * 548806     

Current status: * 

Marvin's Space Exploration

Open

Mailing Address:

Attention: Marvin Martian

Company Name: Marvin's Space Exploration

Street Line 1: 1234 Martian Lane

Street Line 2:

City: Baton Rouge

State / Province: LA  Postal Code: 70815

Country: 

Contact Information:

Contact Name: Mr. Marvin Martian

Salutation:

Telephone: (225) 292 - 7422 Ext.

FAX: (225) 291 - 0882 Ext. LD 1 

E-Mail Address: ghfrench@lakeshoregroup.com

You can do a quote for an existing customer or prospect. You can also request a quote from an existing vendor. If the person is not already in your system, you can choose "Other".

If they are already in the system, their information will automatically fill in.

E-Mail Address: ghfrench@lakeshoregroup.com

Other Information:

Salesman: * 068   Gary French

Request ID:

Inquiry Date: * 12/7/16  

Follow up Date: 12/17/16  

Ship Via: 01  

Ship Date:

Estimated Delivery Days: 5

Tax Routine: 9997  

Show overrun message?

Job ID:

Quote Date: * 12/7/16  

Expiration Date: 3/7/17  

UPS GROUND

"In Hand" Date:

Credit Routine: * 01  

Coop/Price Group:

After entering the customer, scroll the screen down. Here you enter Dates and other information. Anything with an * is a required field.

In Art Information, you can attach art that has been uploaded to the server to the quote.

Once you have this screen complete, click the Next arrow.

Art Information:

Art numbers: 1:  **New**    2:  **New**    3:  **New**   

Creating a Quote in Lakeshore

5. **Line Item Screen** - Each line item quoted will be on a separate screen. You may have up to 99 line items on a quote.

ITEM NUMBER - Enter an item number---either the vendor's number or one on your own inventory file. You may leave it blank.

If you enter an item number that is stored on the inventory item file, the description, selling price and cost will be copied from that file to this quote.

If you enter an item number that is not on the inventory item file AND you have the Order Processing system option to "search orders if item not on item file" option checked, then your order history will be searched for an item number that matches the one you entered. The search will begin with the latest order and go back in time. If one or more matching orders are found, they are listed and you can select the description and pricing information from the list.

There are several icons shown beside the item number. These are described in the table below. However, one is of particular interest.

The  icon will only be shown on lines 2 and following. Clicking on this icon will cause the description and pricing from the previous line to be copied to this line. This is particularly helpful when you are entering an item that is very similar.

COLOR - If the item number is on your item file and you have indicated that a color code is required, you will be prompted to enter a color code. The only exception is noted below.

SIZE - If the item number is on your item file and you have indicated that a size code is required, you will be prompted to enter a size code. The only exception is noted below.

If your item number is one of the "color/size list" type of items, you may leave the color and/or size blank to indicate you want all of the colors or sizes shown on the attached list. You may leave one blank but not the other. For example, if one of these items has colors and sizes, you can fill in the color but leave the size blank. On the color/size list that is attached all the sizes for that color and only that color are listed. If you leave both the color and the size blank, all combinations of color and size are listed.

DESCRIPTION - Enter a short description of the item. Ten lines of thirty characters each are allowed.

There is a link to the right of the description labeled ***Comments/Extended Description related to this item.*** Click on this link to enter sixteen additional lines of description or other comments. **Note that this description will NOT be transferred to the order if an order is generated from this quote.**

There is a second link labeled ***Individual imprint.*** There are large areas for comments and imprint information that may be entered and that apply to the entire quote. Information for these areas will be requested later in the entry sequence or you can go to them directly from the overview. However, sometimes you have imprint or comment information that differs from line to line. You can include this information in the description. If you would like to segregate this type of data or present it differently on documents, you may use the individual imprint area to enter this information. You have 20 lines of 60 characters each available for each line item on the order. This information WILL transfer to the order.

Creating a Quote in Lakeshore

VENDOR NUMBER - Enter the vendor number from whom you will purchase the item or a valid alias, if this information is available. If you will ship the item from inventory, set the vendor number to "999999" by clicking on the "box" icon. Later, if the quote is accepted, a type "2" order (Ship from Inventory) or a type "5" order (Manufacture & ship) order will be generated, depending on whether you are a supplier or not and how you have the system options regarding the default type of order set.

SOURCE OF QUOTE - Enter a short description of the source for the quote such as the name of the person at the vendor's office that gave you the cost or the catalog in which you found the item. This information is optional.

VENDOR QUOTE # - You may enter the quote number of the quote from your vendor that was the basis of your cost on this quote to your customer. This information is optional.

The vendor's quote number can be up to 20 characters long and contain letters, numbers and special characters.

PRICING UNIT - Enter the pricing unit such as "C" for "per 100" or "M" for "per 1000".

If you have a "regular" type of item, you may quote up to 9 quantities. If you are using a "bill of materials" item or a "color/size list" item, you may quote only one quantity / window. The details of the bill of materials is available by clicking on the [Review bill of materials](#) link. The details of the color/size list item is available by clicking on the [Review color/list detail](#).

If you are quoting multiple quantities, the pricing from one line will be copied down to the next line. You may change it if appropriate.

QUANTITY - Enter the quantity quoted.

UNIT LIST PRICE - Enter the unit list price of the item, if available.

DISCOUNT CODE - Enter either a discount code from the list you entered on the system options file (A, B, etc.). This information is optional.

UNIT COST - Enter the amount the unit will cost you. If you entered a unit list and discount code, the unit cost will be calculated and displayed. You may override the amount shown.

EXTENDED COST - The quantity being quoted is multiplied by the unit cost and adjusted by any pricing factor such as "per 100" or "per 1000" to get the extended cost.

UNIT SELL - The unit selling price will initially default to the list price if one is entered or to the selling price on the item file. This will be the amount the customer will be charged for each unit.

EXTENDED SELL - The extended selling prices will be calculated based on the quantity quoted and the unit price. You may override this price if you want. This will be the total amount the customer will be charged for this quantity of the item.

Creating a Quote in Lakeshore

GROSS PROFIT - As you change the cost and selling price information, the gross profit dollars will be calculated and displayed.

If you change the gross profit dollars, the extended selling price will be changed to reflect that amount of gross profit. The unit price will be recalculated to correspond to the new extended selling price.

GROSS PROFIT % or MARK UP % - As you change the cost, selling price, and gross profit information, either the gross profit percentage or the mark up percentage will be calculated and displayed, depending on which you have opted to use in the system options.

You may enter the actual percentage to be used and the profit and sell price will be recalculated.

TARGET PRICES - If you have set up predefined target percentages on the system options, click on the target icon at the end of each line to see up to five possible selling prices listed at the side of the screen. Select the one you want to use and the selling price, gross profit, and percentage will be reset.

PRINT FORMAT - If your selling price is zero, you may indicate how you want the price to be printed on the quotation. You will be prompted for this information every time but the setting is used only if the selling price is zero.

Enter Quote * Required Field Quote Number: **000755** V12

Line item # 1

Item Number:

Description: *

Comments/Extended Description related to this line
(does not transfer to order)

Individual imprint information

Vendor Number: WIDGETS, GIZMOS, & GADGETS

Source of quote: Vendor Quote #:

Pricing unit:

Quantity	Unit List Price	Discount Code	Unit Cost	Extended Cost	Unit Sell	Extended Sell	Gross Profit	Mark up %	Target prices
1	2.00		1.00	1.00	2.00	2.00	1.00	50.00	
100	2.00		1.00	100.00	1.75	175.00	75.00	75.00	
500	2.00		1.00	500.00	1.50	750.00	250.00	50.00	

Enter your item number or just enter an item description. You must have a vendor listed. If you are shipping from inventory, click the box icon.

If you are only quoting 1 price, just use the 1st row. If you want to quote quantity/price breaks, you can have up to 9.

When done, click Next to enter more items, or click Done.

Previous Exit Done Next

6. Wearables Quote Item Screen – If you are doing a Wearables quote, the item screen is different in that your blank goods vendor and your decorator are both on 1 screen. You can have multiple blank goods vendors, but only decorator on the quote. A screenshot for the wearables item screen is on the next page.

Creating a Quote in Lakeshore

Wearables Quote Quote Number: **000813** V12

Item Detail

Copy prev line?	Vendor	Style #	Description (include full description other than size breakdown including color; 5 lines maximum)	Sizing	Sizes Quantities	Unit Cost	Unit Sell										
Blank goods																	
	SANMAR	t8392	50/50 Cotton Pocket Tee Black <i>Individual Imprint</i>	Adult	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">XS</td> <td style="text-align: center;">S</td> <td style="text-align: center;">M</td> <td style="text-align: center;">L</td> <td style="text-align: center;">XL</td> </tr> <tr> <td style="text-align: center;">10</td> </tr> </table>	XS	S	M	L	XL	10	10	10	10	10	5.00	13.00
XS	S	M	L	XL													
10	10	10	10	10													
	SANMAR	t8392	50/50 Cotton Pocket Tee Black <i>Individual Imprint</i>	Plus	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">2X</td> <td style="text-align: center;">3X</td> <td style="text-align: center;">4X</td> <td style="text-align: center;">5X</td> <td style="text-align: center;">6X</td> </tr> <tr> <td style="text-align: center;">10</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	2X	3X	4X	5X	6X	10					5.75	14.50
2X	3X	4X	5X	6X													
10																	
			<i>Individual Imprint</i>	Adult	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">XS</td> <td style="text-align: center;">S</td> <td style="text-align: center;">M</td> <td style="text-align: center;">L</td> <td style="text-align: center;">XL</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	XS	S	M	L	XL							
XS	S	M	L	XL													
			<i>Individual Imprint</i>	Adult	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">XS</td> <td style="text-align: center;">S</td> <td style="text-align: center;">M</td> <td style="text-align: center;">L</td> <td style="text-align: center;">XL</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	XS	S	M	L	XL							
XS	S	M	L	XL													
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XS	S	M	L	XL													
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XS	S	M	L	XL													
Add another line																	
Decorator																	
						Target GP: 50 %											
						Recalculate											
	ACCURATI	sc	Screening		Quantity to be decorated: 50 (accumulated automatically)	1.50											
	ACCURATI	SCREEN	SCREEN CHARGE		2 Leave blank to accumulate automatically	25.00	25.00										
					Leave blank to accumulate automatically												
Add another line																	
Merchandise Total:		715.00															

← Previous
Exit
Done
Next →

7. **Quote Overview Screen** - This window displays a summary of the quote and provides a gateway to updating various pieces of the quote.

- The first section shows the quote number and the current status of the quote. Links are shown on the left and the right:

Resequence lines - Click on this link to renumber the lines after lines have been deleted.

Display/Print Quote - Display a PDF version of the file copy of the quote. You can print from this display.

Print/FAX/E-mail - Display a PDF version of the file copy of the quote. You can print from this display.

Creating a Quote in Lakeshore

Art - If you have art associated with this quote, you will see a link that you can click to review those pieces of art.

Documents - If you have one or more documents associated with this quote, you will see a link that you can click to review those documents.

- The next section shows who the quote is for. Click on the look up icon on the right () to update this information.
- The third section shows the lines on the quote. Click on the look up icon on the right () to update the corresponding line. Click on the trash can icon () to delete the line from the quote. At the end of the section, on the right, click on the "New" icon () to add a new line to the quote. The new line will be added after all the existing lines. Click on the insertion icon () to add a new line between two existing lines.
- If you use additional charges (line items without a quantity that can be excluded from commission), these will be displayed in the next section. You will have the same update, delete, new, and insertion icons as used for the line items.
- The next section contains information on comments and imprint information related to the quote. Click on the look up icon () at the end of each line to update the corresponding information.
- If you want to just step through all the screens of the quote, you can click on the "Next" arrow () to go to the first window containing detail. There will be a similar arrow as well as a "Previous" arrow () on each screen to help you navigate through the quote.
- When you are finished reviewing the quote, click on the "Exit" button () to close out the quote. If you got to the review screen from the "Update quote file" window, you will be returned to that window so you can enter a new quote number. If you got to the review screen from a transaction such as "Display quotes", this window will close and you will be returned to the original transaction.

Enter/Update Quote Quote Number: **000755**

This screen is the Quote Overview screen. From here, you can print or email the quote.

For: Marvin Martian
Marvin's Space Exploration
1234 Martian Lane
Baton Rouge LA 70815

Telephone: (225)292-7422
E-mail: ghfrench@lakeshoregroup.com

Line #	Description	Quantity	Unit Price	Total Price
Line # 1 ghf-7	Gizmo	1 @	\$2.0000 =	\$2.00
		100 @	\$1.7500 =	\$175.00
		500 @	\$1.5000 =	\$750.00

No charges on file

Estimated Shipping

Comments:

Imprint:

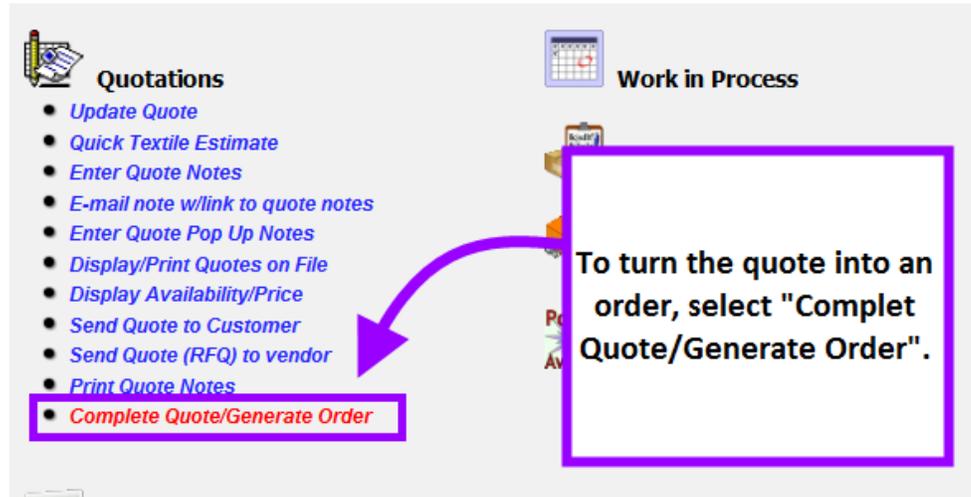
If you want to add Comments or Imprint Instructions, click the pencil and paper icon to the right.

Exit **Next**

Creating a Quote in Lakeshore

Generating a Master Order from a Quote

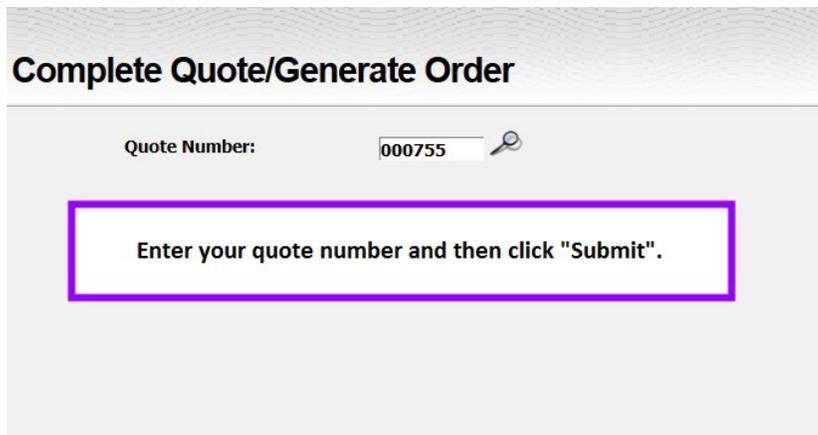
1. To generate an order from a quote, you will need to click on "Complete Quote/Generate Order".



2. Generate Order From Quote Screen #1

- When the customer accepts the quote, the quote information can be transferred to one or more orders on the regular order file. Before you generate the order, the customer and vendor should already be on file.

QUOTE NUMBER - Enter the number of the quote you want to use as the basis of your orders.



All of the lines on the quote will be displayed on the next screen and you can pick which ones will go to the order or orders generated.

3. **Generate Order From Quote Screen #2** - When the customer accepts the quote, the quote information can be transferred to one or more orders on the regular order file. Before you generate the order, the customer and vendor should already be on file.

If any of the lines from the quote do not appear in the table, go back to the quote detail and make sure there is a vendor number added for each line item.

Each of the items and charges on the quote will be examined and grouped by vendor. One order will be generated for each vendor. If you use 999999 as the vendor and have multiple inventory locations, one order will be generated for each location.

If you want to generate more than one order for the same vendor, you may check the lines for that vendor that you want on the first order only, generate the order, then return to this transaction and repeat the process with the other lines.

Creating a Quote in Lakeshore

You may repeat the process of generating orders from the same quote as often as required to get the desired results.

MASTER ORDER NUMBER - If you want to assign a specific master order number to the new order(s), enter the master order number you want to use. If you leave it blank, the first order number assigned will be assigned as the master order number.

Next you will see a table listing each vendor referenced on the order and the lines and charges for each. This table will have the following columns:

INCLUDE ON ORDER? - Check the box if you want the line included on the order. Leave unchecked to omit from the order.

DESCRIPTION OF ITEM - The description of the item will be listed.

PRICING INFORMATION - For items, each quantity quoted is listed. Pick the one the customer accepted and that you want to use on the order. The default will be the first quantity.

If the customer picked a quantity that is not in the list, pick the one with the closest unit price. You will be able to change the quantity and pricing information once the order is generated if needed.

For charges, the amount of the charge is shown. If you check the box to include that line on the order, the charge line will be included.

You must pick at least one line for an order to be generated.

If more than one order is generated, the comments and imprint information will be copied to each order.

When you click on "Submit", the orders will be generated and the overview displayed. You may make whatever changes you wish to the order.

If you make multiple requests against the same master order number, any orders included in the master order number that have already been generated will be displayed along with the new ones added by your current generation request.

Screenshot on next page.

Creating a Quote in Lakeshore

Generate order from quote

Quote Number: **000755**

Master order number:

Leave blank to set master order number equal to first order number assigned

One order will be generated for each vendor that has line items selected

[Check all include boxes](#)

[Uncheck all include boxes](#)

Include on order?	Description of item	Pricing information
Vendor: 900000 WIDGETS, GIZMOS, & GADGETS		
<input checked="" type="checkbox"/>	Gizmo	<p>Please select quantity</p> <p><input checked="" type="radio"/> 1 @ \$ 2.0000 = \$ 2.00</p> <p><input type="radio"/> 100 @ \$ 1.7500 = \$ 175.00</p> <p><input type="radio"/> 500 @ \$ 1.5000 = \$ 750.00</p>

You will have a table for each vendor/item combination. If you offered quantity/price options, select the one that the customer chose, then click "Submit". Your order will be generated and the Master Order's Overview will open.

4. Master Order Overview Screen - You now have a master order generated from the quote.

Update Master Order

[Master quick send](#)

Master Order Number: **714714**

[Quick](#)

[Master acknowle](#)
[Master decoratic](#)
[Master wo](#)
[Master sale](#)

Order Number: **714714**

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Contact: Mr. Marvin Martian
Telephone: (225)292-7422
E-mail: ghfrench@lakeshoregroup.com

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