


Quoting and Price List Software

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QuikQuote was designed to provide a fast, simple and accurate system of quoting for the furniture manufacturing industry, but is also suitable for a whole range of small industries where complex manufactured items are made up from a number of components or materials, priced by cubic, square, linear measurements or per individual component. It is very simple to use and flexible in a wide range of situations, used by both craftsmen making custom-built items and companies who manufacture a standard range of furniture.

Quote Printout for Client

Items are priced by their various components, types of material, labour costs, overheads and variable markups. A copy for presentation to the client is produced with your company's letterhead, logo and other relevant comment lines. Several quote formats are available to choose from and all can be customised as above.

 Your Company Name Logo and Letterhead		QUOTE NO: 2619 Friday, 14 June 2002 QUOTED BY: BRAD HAMMOND MANAGING DIRECTOR																																																		
CLIENT: ABC OFFICE FURNITURE 254 REGENT RD ALBERT PARK VIC 3206 PHONE: 039526 7884 FAX NO: 039526 7885		QUOTE																																																		
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WARRANTY: 2 years from Invoice date against faulty manufacture or materials used. The property & title of goods shall not pass to the purchaser until such time as the goods & services are paid for.		Tuesday, 23 July 2002 Page 1 of 1																																																		

Internal Quote and Cutting List

For each item quoted, **QuikQuote** can also print a detailed breakdown of its components, a bill of materials and a cutting or pick list with accurate cutting dimensions for internal company use.

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Price List

Items that are price listed or kept in stock can be added to a stock list with a price, or preferably made up from a quote and transferred to stock. This gives you the ability to update your prices at a mouse-click, whenever necessary, after a component or labour cost change. You can produce a fully customisable price list for your clients which includes only the items or ranges they are interested in. The list can also be discounted or marked up if necessary.

Code Tables

The database is built from a number of code or lookup tables. These are -

- **Company Setup** – Footnotes for your quote and price list, no of days quote is valid for, current hourly charge out rates, overhead recovery rate and current GST rate.
- **Clients** – Name, address, phone, fax, etc of each client.
- **Components** – Item breakdown, eg, legs, top, edging.
- **Item Types** – Type of item, eg, table, bookshelf.
- **Materials** – The basic elements from which the manufactured item is built. Each item is priced per cubic, square, linear or each unit so that pricing can be calculated accordingly.
- **Processes** – Stages of the manufacturing process, eg, cutting, assembly, etc to calculate accurate labour times.
- **Staff** – Names of your company staff responsible for each quote.
- **Standard Items** – Template for items that have a standard set of components
- **Stock Headers** – Headings for price list of stock items.
- **Stock Items** – A list of common items already made up and priced
- **Suppliers** – Name, address, phone, fax, email, etc for each supplier

These tables provide dropdown lists on the data entry forms so all details of a client, for example, can be quickly and accurately entered by one click on the list. Each table is easily updateable by the user, so that the latest details are instantly available to the dropdown lists and also updated on all screens and printouts. Each table can be sorted in order of any field and printed if necessary.

Additional Features

- Making up a quote for an item is made even easier by the ability to copy one complex item to another quote if little or no change is required.
- Calculation of total manufacturing time per item from individual process times if required.
- The components of an item can be set up as a template to appear automatically when that item is chosen. These item templates can be as simple or as complex as needed. Eg., for a table - legs and top, is the simplest breakdown, but quantities, materials, measurements can be also be added if these are commonly used.
- Secondary labour cost, materials markup, overhead recovery rate and item price adjustment fields are options to make quoting more flexible.

- A stock item can be copied from a quoted item if a full breakdown in materials and pricing is needed.
- Ability to generate a cutting list and bill of materials from the list of components and exclude any components not required. These can be per item or per quote.
- **QuikQuote** can run on a stand-alone PC or average office network.

Pre-requisites

- **Windows 95** or higher.
- **Microsoft Access 97** or higher.
- Suitable PC or laptop with pre-requisites as required for Windows and Access 97.
- If networking is required, a suitable Local Area Network should be already in place, with one PC designated as server and the others mapped to it.
- Any suitable printer.
- Users familiar with keyboard, mouse and Windows.

Installation

Installation on one stand-alone PC or for a current network on 3 PC's is included in the cost. Further PC's can be added to the network at the time or in the future at a cost of \$100 per PC.

Installation includes customisation of programs to display your company name, logo and letterhead.

Each PC is set up with an icon to open the database front screen at a mouse-click.

Setup of code tables is your responsibility, but we will provide training and advice.

Tables from another database such as MYOB or Excel can be copied and adapted. A small charge may apply.

Training

4 hours of training after installation is included in the cost. This can be split into 2 sessions, the first to setup the code tables for the database and the second to get started with quotes, or some other format to suit your needs. For most effective training, it is recommended to limit the number of users to 2 or 3, each at a separate PC, but in the same room. You should also use your company data in the training sessions.

Training should be taken within 90 days of installation or may become chargeable.

Extra staff training sessions can also be arranged if necessary at current costs. It is not recommended that your staff train other staff until they have become competent in all aspects of this program.

Support

Most support problems are due to inexperience or incorrect setup of code tables. For this reason we provide free support for the first 90 days after installation. Support will be available as soon as possible within 48 hours of notification of the problem.

If the database has been corrupted, a backup copy may need to be installed which means that all data entered since the last backup is lost. For this reason, you are recommended to do regular daily backups. We can advise on best procedure for backups and train users to restore from backups.

We will happily fix any problems that arise from programming bugs at no charge.

For trouble-free operation, we recommend using this system in conjunction with your previous quote procedure as a double-check for a short initial period until all users are confident with its operation.

Disclaimer

The size of your database and the speed at which it operates may be limited by the size of your PC's available memory & MS Access capabilities. We do not anticipate this to be a problem in normal conditions, but please discuss this with our consultants if there is any doubt.

Quotes are based on current prices only. For historical pricing a paper copy should be generated and stored for future retrieval if necessary.

Customisation

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