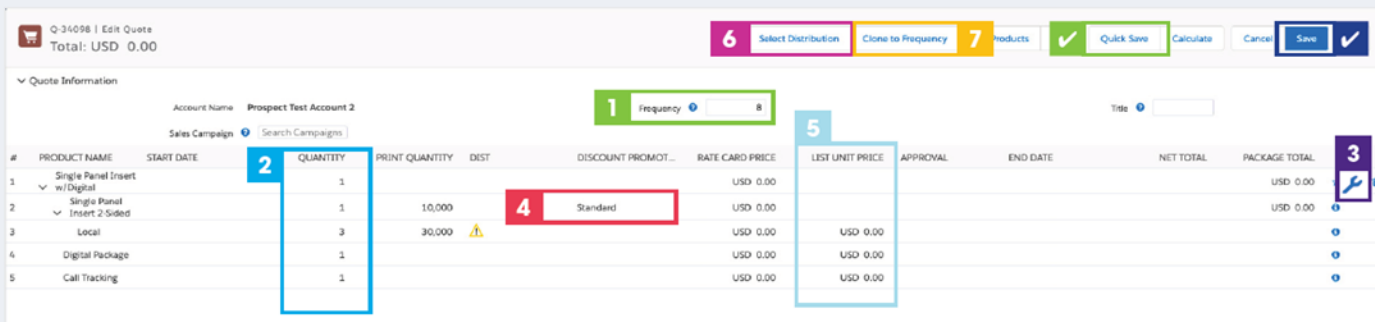## Create Quote

1 **Quick Quote**
Click on "Quick Quote" under Account tab

2 **Product Info**
Choose Product. Select Frequency, Local &/or Outbound print quantities, Digital Packages and # of Call Tracking Lines (Optional Bulk & Supplements)

3 **Create**
Click "Create" button to create and save Quick Quote

Edit Quote

Note: The edits don't have to be done in any particular order.

✔ **Don't forget to Quick Save!**

✔ **Click the blue "Save" button to complete quote configuration**

1 **Frequency**
Set your frequency to the number of mailings

2 **Quantity**
Number of NTAs for your Inserts or quantity of Product

3 **Configure Products**
Configure product(s) within the quote line to add or take away product features
(Examples: Outbound, Versioning, Digital Optimization)

4 **Discount Promo/ Mailing Program**
(use if applicable)
Leave at standard rate or select different discount program

5 **List Unit Price**
Adjust the per NTA zone price above or below rate card price for print products, or adjust rates for digital and/or call tracking

6 **Select Distribution**
Select distribution for print products into local or outbound NTA zones

7 **Clone to Frequency**
Once done building the first quote line (a.k.a. mailing program) you clone the first product (job) to match the frequency selection