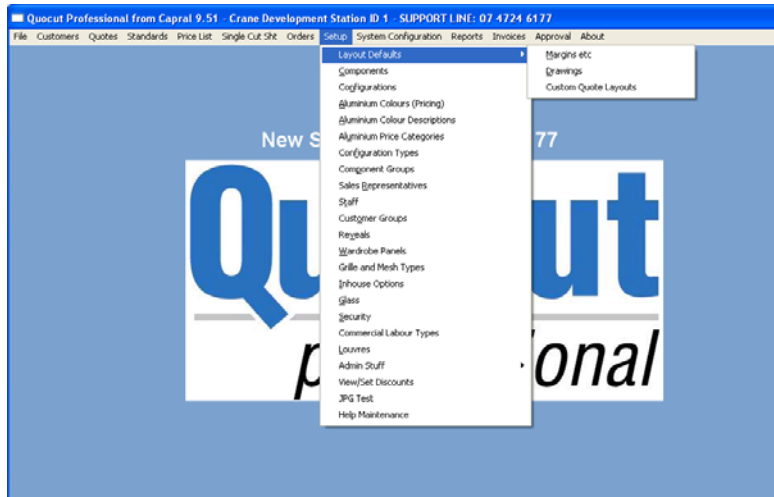


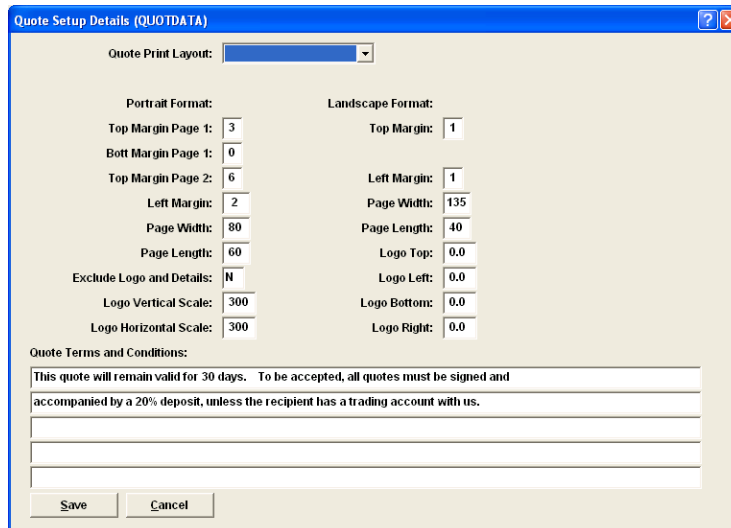
TERMS AND CONDITIONS

The user can change the default terms and conditions at any time.

Go to Setup | Layout Defaults | Margins



(Please note – it is not recommended that margins are changed without consulting the support line – these are preset to suit the program setup)



Go to **Quote Terms and Conditions** and click in the first field. Each field will take about 95 characters. There are five fields available – this represents five lines, which prints on first page at the bottom of the quotation.

SAVE