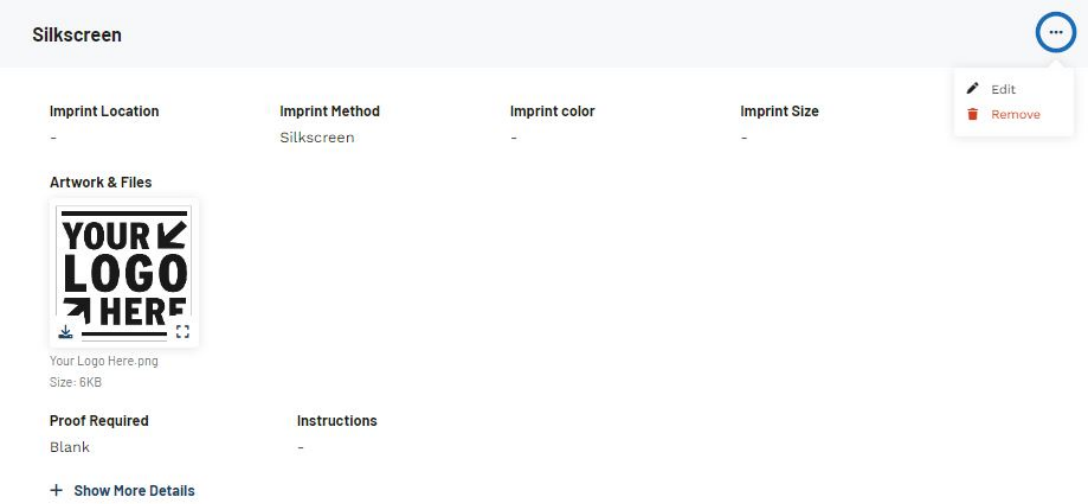
ESP+

Edit Decoration for All Items in Quote

Jennifer M - 2023-02-15 - Quotes & Proofs

When editing the decoration information for **all products** within the quote, use the meatball icon and select Edit.



The first section available for updating the decoration information encompasses the the imprint location, imprint method, imprint color and imprint size. This information will update the imprinting details for every item within the quote.

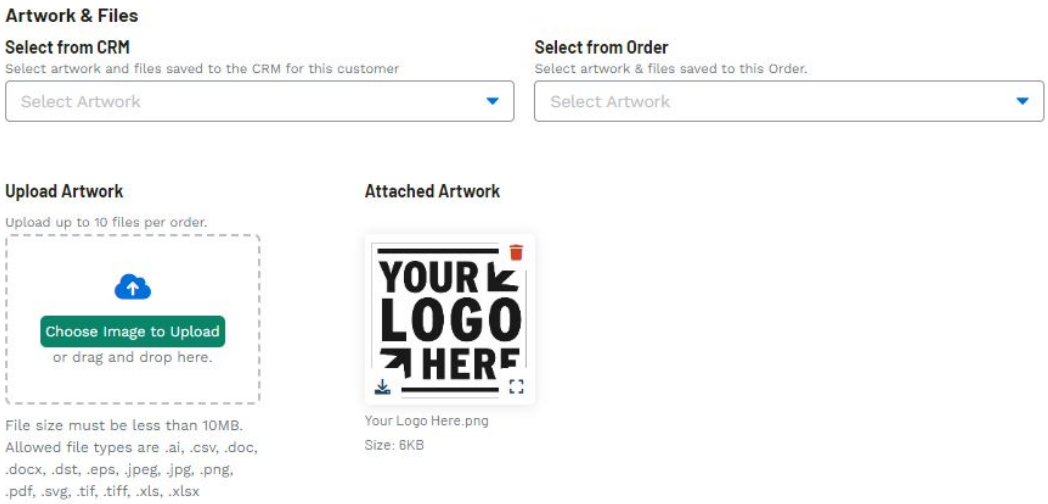
- **Imprint Location:** Where on the item the imprint will be located. For example, "Left Chest" on a shirt would be an imprint location.
- **Imprint Method:** The process by which the artwork is applied to the item. Examples of imprint methods are silkscreen, embroidery, hot stamp, laser engrave, etc.
- **Imprint Color:** The color(s) included within the imprint. This can be a single or multiple colors.
- **Imprint Size:** How big the artwork will be imprinted.



Below these fields is the Artwork & Files section. Within this section, any files provided by the customer will be displayed. If you have additional artwork and/or files saved to the customer record, you can use the Select from CRM dropdown. You can also use the Select

from Order dropdown to include any artwork or files that have been added to this order. You can use the Choose Image to Upload button in the Upload Artwork section to browse your computer for additional files.

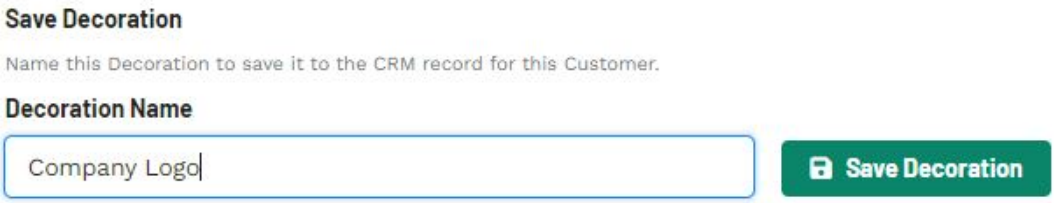
All artwork and files uploaded to the quote either by the customer when they submitted the quote request or uploaded by you while processing the quote will be displayed in the Attached Artwork section.



Use the Instructions field to communicate any specific messages regarding decoration to the supplier or decorator. Checking the Visible box will also display the instructions on customer facing documents, such as quotes and invoices. If the customer requested a Proof, use the dropdown to select the type and use the checkbox if client approval is needed.



To save the decoration configurations for this customer, in the Save Decoration Name box, name the decoration and then click on the Save Decoration button.



Related Content

- Send the Quote to the Customer