

Various clients request a quotation before proceeding with the job. Whether it be an Insurance, Broker or private customer, you can keep track of all your quotes in Veculim. There are 2 ways (from Plus version up) of entering a quotation: either [importing from an Audatex quotation](#) or manually entering the quote. The manual process is a simple step-by-step one that is made up of:

1. [Create the quote](#) and enter the items to be worked on (at this stage you don't need to enter prices - you can enter those once you have a list of all the parts required).
2. Print and/or email the parts list to your supplier(s) for pricing.
3. Enter the pricing (using the Change button).
4. [Finalise the quote](#) (once you have all the part prices entered) and print/email to the customer/ assessor/insurer.
5. [Approve the quote](#) (once the customer/assessor/insurer has approved the quotation).
6. [Start a Job](#)

Quotes can be generated, printed, finalised, approved, edited and analyzed by accessing the **Quotes** icon in the Work Menu.

#### BrowseQuote

The first time you open the *Browse Quotes* window, the *Legend for quotes* window will be displayed. This legend indicates colours used for the status of a quotation.

This window can be set to display everytime the *Browse Quotes* window opens or you can simply access this when needed by clicking on the **What do the colours mean?** button.

#### ShowQuotesLegend

**Next Recommended Step:** [Create Quotes](#)