

COMPUTES

EQ

# EQ Quick Start Guide

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# Training and Support

## Training

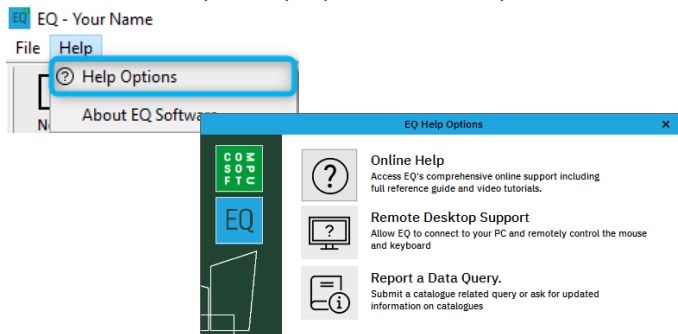
In order to gain the most benefit from your investment and utilise EQ to its full potential, we offer a variety of training courses to suit all users and systems.

Details of our standard courses can be found at <https://www.compusoftgroup.com/training/>.

Alternatively, please call us on 0845 6031370 or email [training.eq@compusoftgroup.com](mailto:training.eq@compusoftgroup.com) and we will be pleased to talk through your options.

## Accessing Support

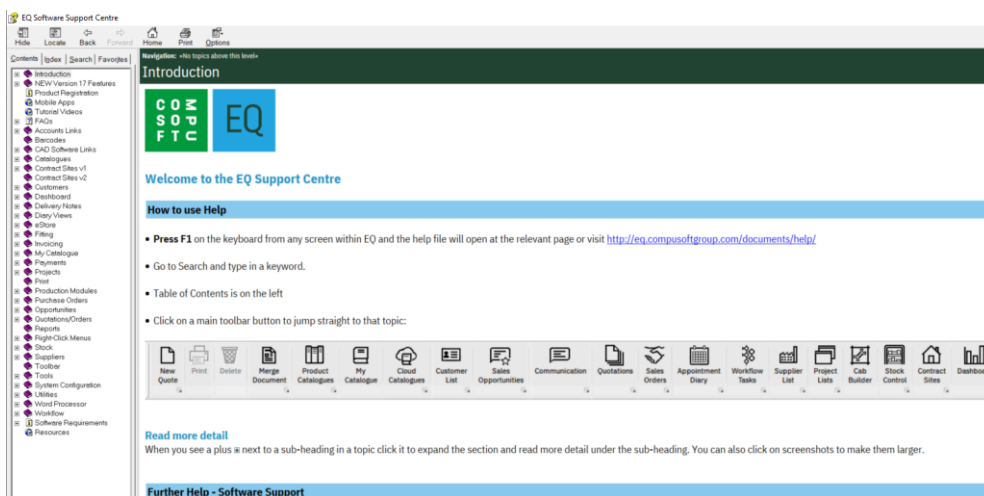
1. Click Help > Help Options on the top menu bar for the following options:



2. Alternatively, click Help > About EQ Software for Contact Information:



3. Press the F1 key on your Keyboard for context-sensitive help from anywhere within EQ:



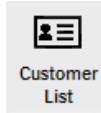
1

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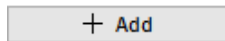
3

## Step 1 – Customer

### 1.1 Creating Customer Records



- Click the **Customer List** icon located on the top toolbar
- Click Add in the middle of the window



Customers Customer Details: [ Mrs Sally Dunster ] - [EQ1032]

Find Surname [ ]

Filter List

Folder

Cloud

New Quote/Order

New Opportunity

Print List

Groups

New Communication

Email

Text (SMS)

Company Details

Primary Contact Title Forename Surname Salutation Email Website

Mrs Sally Dunster sallyd@compusoftgroup.com

Company Address Town County Postcode

Ash Tree House Norman Court Ashby-de-la-Zouch LE65 2UZ

Contact Numbers Work Home Mobile Fax

07854 704619

Classifications

Customer Type Retail

Sales Person Polly Sanders

Source of Lead Recommendation

Showroom Ashby

Users Own Option 1

Users Own Option 1

Group Name O1 Retail

Status Prospect

Reason

Last Contact

+ 26/10/2020 Sam

27/10/2020 Sam

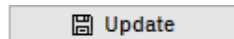
/ /

/ /

26/10/2020 Polly Sanders

Update Abort

- Enter the customer information
- Click Update



- Click Yes to any further system messages.

### 1.2 Searching for Customer Records

There are two ways to find a customer record in the customer database:

- Find** – Type in the customer surname. Then click the magnifying glass or press Enter on your keyboard twice.

Find Surname [ ]

[ ]

- List View** – When in the list view, click on any customer name and press the first letter of the customer's surname that you wish to locate. The first customer with that letter will be highlighted in the list. You can then scroll down the list until you find your customer. The example below is using the letter D.

List	General	Account Details	Delivery Details	Contacts	General Notes	Sage	Info					
	*Customer Name	Town	Postcode	Home	Work	Mobile	Account Code	Status	Sales Person			
	Adams, Grace	Sheffield	S6 1TL			07854 704619	EQ1001	Customer	Kwok Cheung			
	Atug	Clifton	YO30 7AQ			07854 704619	EQ1012	Prospect	Polly Sanders			
	Bevan Builders	Aberystwyth	SY23 1PG		01970 000000	07854 704619	EQ1020	Customer	James Jones			
	Birchall Brothers Builders	Douglas	IM2 6DA		01624 000000		EQ1031	Quoted	Anisha Patel			
	Boparai, R	Hinckley	LE10 3DR			07854 704619	EQ1014	Lost	James Jones			
	Buick	Atherstone	CV9 3PX		01827 000000	07854 704619	EQ1022	Prospect	James Jones			
	Corrigans	Middlesbrough	TS1 3BX		01642 000000		EQ1009	Customer	Polly Sanders			
	<b>Demetriou Developments</b>	<b>Desford</b>	<b>LE9 9GN</b>		<b>01455 2000000</b>		<b>EQ1015</b>	<b>Prospect</b>	<b>Kwok Cheung</b>			
	Devani	Loughborough	LE11 5TU	01827 000000			EQ1002	Customer	James Jones			
	Dos Santos, Giovanni	Loughborough	LE12 8EN	01509 000000			EQ1008	Prospect	Anisha Patel			
	Dosanjh, Sharon	Loughborough	LE11 5TB		01509 000000		EQ1010	Quoted	James Jones			
	Dunster, Sally	Ashby-de-la-Zouch	LE65 2UZ			07854 704619	EQ1032	Prospect	Polly Sanders			
	Gallagher, Kate	Cromer	NR27 9JG	01263 000000			EQ1026	Prospect	James Jones			
	Hegarty Plumbing	Bushmills	BT57 8SU		0282 0000000		EQ1029	Customer	Anisha Patel			
	Hughes, Anna & Clara	Cardiff	CF11 8AZ	0333 000000			EQ1025	Customer	Polly Sanders			
	Hutchinson	Bingley	BD16 4DY	01274 000000			EQ1030	Quoted	Anisha Patel			
	Juskevic	Guisborough	TS9 6QS	01642 000000		07854 704619	EQ1017	Quoted	Kwok Cheung			
	Macleod, Hamish	Achiltibuie	IV26 2YR			07854 704619	EQ1018	Prospect	Anisha Patel			

1

2

3

## Step 2 – Quotation

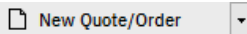
There are two types of quotation you can build within EQ; **Quick Quotes** and **Furniture Quotes**.

**Quick Quote:** a quotation that does not contain complex (“ranged”) furniture.

**Furniture Quote:** a quotation which does include complex furniture, for example a full kitchen or bedroom. Furniture quotes can also contain all items that can be added onto a quick quote.

### 2.1 Building a Quick Quote

From the customer screen, in list view select the customer you would like to create a quote for.

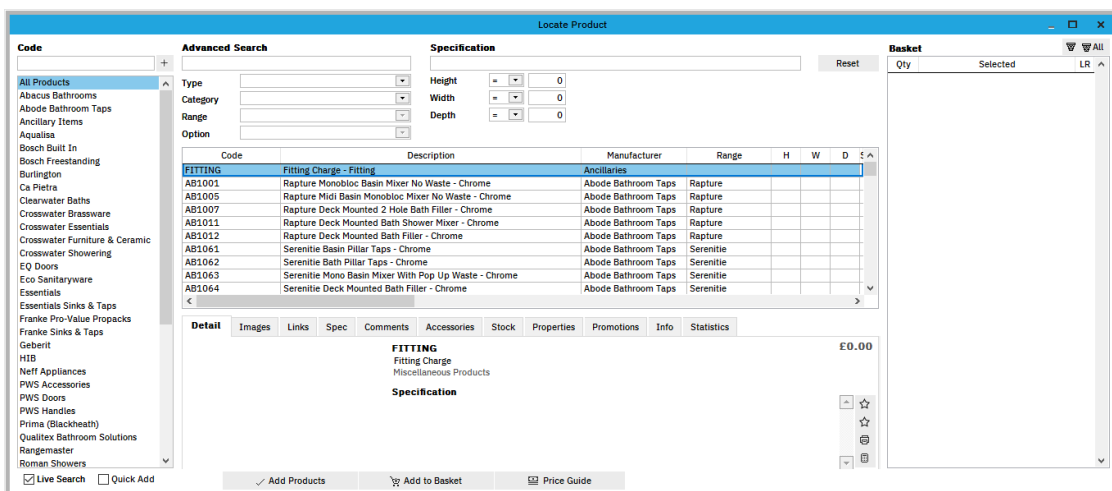
**Right Click** on the New Quote/Order button 

This opens a blank Quotation screen. It will already be in Edit Mode which means you are free to add and edit items.

#### 2.1.1 Searching for products and adding them to your quotation



Click **Add\*** located at the bottom left of the screen to open your product locator.



The screenshot shows the 'Locate Product' window with the following sections:

- Code:** A search box for entering product codes.
- Advanced Search:** Includes dropdown menus for Type, Category, Range, and Option.
- Specification:** Includes input fields for Height, Width, and Depth.
- Product List:** A table with columns for Code, Description, Manufacturer, Range, H, W, and D. The list includes items like 'Fitting Charge - Fitting' and 'Rapture Monobloc Basin Mixer'.
- Detail View:** Shows details for the selected 'Fitting Charge - Fitting' product, including its price (£0.00) and a 'Specification' section.
- Bottom Bar:** Contains buttons for 'Add Products', 'Add to Basket', and 'Price Guide', along with checkboxes for 'Live Search' and 'Quick Add'.

You can locate a product using one of the below methods:

1. Enter the product code or part of the product code into the **Code** box.
2. Type any part of the item description into the **Advanced Search** box.
3. Select the **Catalogue** on the left-hand side, then use the **Type**, **Category**, **Range** and **Option** drop-down menus to select product groups from the list.
4. Enter **Dimensions** to find products within a specific size range.
5. Select a catalogue and enter text in the **Specification** box.

Click Add to Basket. 

Repeat for each product, and then click Add Products 

### 2.1.2 Adding installation costs

Search for the code **FITTING**. Fitting is a standard item available in the Ancillary Items catalogue. Add this product to your quotation.

**Fitting Details - [Item 5.0]**

Fitting Section: Default Fitting Section

Description: Fitting Charge

Notes: Type additional information in here

Enter Job Price

Total Price: £ 2500.00

Cost Price: £ 2000.00

VAT Rate: 20.00%

Calculate using the Fitting List Calculate from Catalogue

Qty	Details	Price Ea.	Value
	<b>Building Work</b>	0.00	0.00
	Board existing serving hatch	187.50	0.00
	Brick up existing doorway	375.00	0.00
	<b>Electrics</b>	0.00	0.00
	Connect hob to existing supply	93.75	0.00
	Connect oven to existing supply	93.75	0.00
	Install 1st undercupboard light	93.75	0.00
	Install additional under cupboard lights (each)	37.50	0.00
	Install new 30A cable (per metre)	37.50	0.00
	Install new double socket (white plastic)	118.75	0.00
	Install new fuse board	562.50	0.00

Totals: £ 0.00

Type any descriptive notes as necessary in the **Notes** box and ensure **Enter Job Price** is selected.

Type in the amount you want to charge your customer (ex VAT) into the **Total Price** box. Click the **More** button and enter in your cost price for the job.

Click **Update**.

The total price for fitting will appear as a product line on the quotation.

### 2.1.3 Adding Free Code Items

You may wish to add non-standard items to your quote, such as solid surfaces or discontinued items.

**My Product**

Description: Solid Worktop

Colour/Option: White

Notes: 20mm thick with pencil edge and 50mm upstand

Notes to appear on:

Quotation

Purchase Order

Cost Price: £ 750.00

Selling Price: £ 1000.00

Price Calculation:

Margin:

Discount:

**Right click** on the Add button for a non-standard (Free Code) item. This will put a blank line onto your quote.

Type in a product code, then double click on the product code to enter more information.

Click OK.

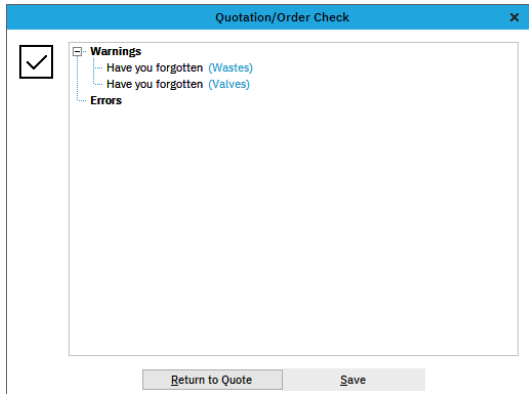
### 2.1.4 Saving Your Quotation

When you have completed your quotation click save on the toolbar at the bottom of the quote.



### 2.1.5 Validation Rules

Once you have clicked save you will see the validation rules screen. This screen is here to warn you of potential problems. You will see two types of validation rule in this screen: Warnings and Errors.

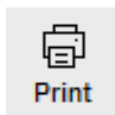


**Warnings** - EQ is warning you that you may have forgotten an item. You can ignore these if they are not relevant.

**Errors** - You cannot ignore an error. You need to click **Return to Quote** and rectify your error, then click save again. Once the error has been rectified then you will be able to click the save button.

Click Update or Yes to any further on-screen messages.


### 2.1.6 Printing Your Quotation



Once your Quotation has been saved you can print it by clicking the print button on the progress toolbar at the bottom of the window.

Click **Print** > **Print** > Select a printer using the **Printers** button > Click **Print**.

Composoft GB Ltd  
 Ash Tree House, Norman Court  
 Ashby de la Zouch, Leicestershire LE65 2UZ  
 Phone: 01827 839259  
 Web: www.composoftgroup.com



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## QUOTATION

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**Mrs Sally Dunster**  
 Ash Tree House  
 Norman Court  
 Ashby-de-la-Zouch  
 LE65 2UZ  
  
 m: 07854 704619

Date : **28/10/20**  
 References : EQ1113 / 4

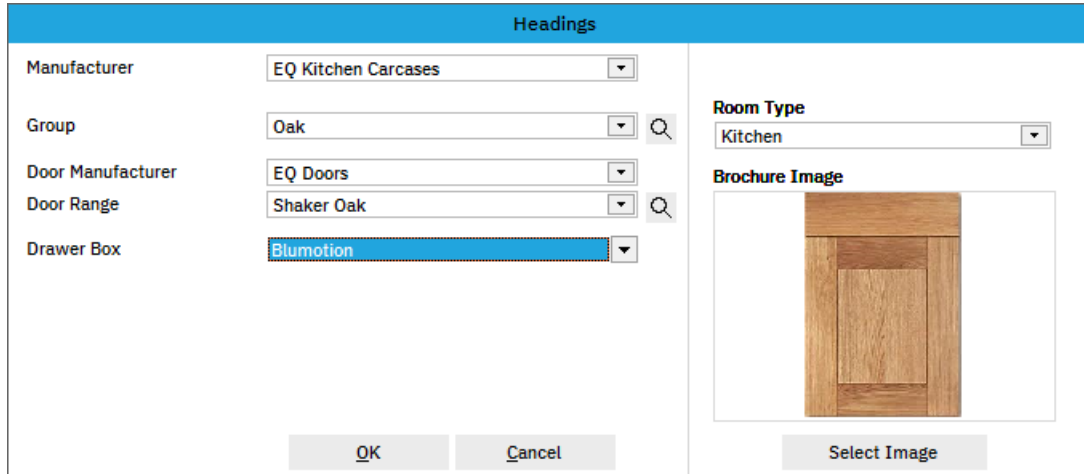
Qty	Product Code	Description	Value
<b>Bathroom Products</b>			
1	ARIOLI-003	Qualitex Bathroom Solutions Arizona Back To Wall Pan & Soft Close Seat White	£ 202.00
1	ARIOLI-006	Qualitex Bathroom Solutions Arizona 500x410mm Basin (1TH) White	£ 57.00
1	ARIOLI-008	Qualitex Bathroom Solutions Arizona Pedestal White	£ 29.00
1	AT110DNC	Crosswater Brassware Atoll Basin Monobloc, Deck Mounted Chrome	£ 149.17
<b>Accessories</b>			
1	CORIAN	Solid Worktop White 20mm thick with pencil edge and 50mm upstand	£ 1,000.00
<b>Fitting</b>			
1		Fitting Charge Type additional information in here	£ 2,500.00
Quotation valid for 30 days			Nett Total     £ 3,937.17
			VAT @ 20.00     £ 787.43 Deposit             £ 1,417.38 <b>TOTAL</b> £ <b>4,724.60</b>

## 2.2 Building a Furniture Quote

From the customer screen in list view select the customer you would like to create a quote for.

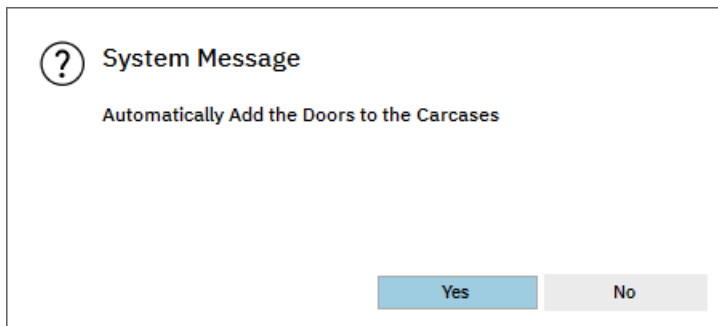
**Left Click** on the New Quote/Order button 

You will be presented with a **Headings Options** box. This allows you to select the criteria for your furniture quotation.



The 'Headings Options' dialog box is used to configure a furniture quotation. It features several dropdown menus and a search icon. The 'Manufacturer' is set to 'EQ Kitchen Carcases', 'Group' to 'Oak', 'Door Manufacturer' to 'EQ Doors', 'Door Range' to 'Shaker Oak', and 'Drawer Box' to 'Blumotion'. On the right, 'Room Type' is set to 'Kitchen' and a 'Brochure Image' of a wooden door is displayed. At the bottom, there are 'OK' and 'Cancel' buttons, and a 'Select Image' button below the image.

Select the required options from the drop-down lists and click **OK**.



The 'System Message' dialog box asks if the user wants to 'Automatically Add the Doors to the Carcases'. It includes a question mark icon, the text 'System Message', the question 'Automatically Add the Doors to the Carcases', and 'Yes' and 'No' buttons at the bottom.

If you have selected to purchase doors and carcasses from separate supplier catalogues you will see a pop-up message asking if you would like to automatically add doors to the carcasses.

Click **Yes** and EQ will add the correct sized door and drawer fronts for you.

Follow the steps for adding products etc from section 2.1.1 on page 6.

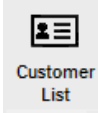
## Hints & Tips



Book onto a training course to learn more about creating and editing quotations including using favourite products, price guide, revisions, costings, discounts, changing and mixing furniture ranges.



## 2.3 Finding & Editing Saved Quotations



Click the **Customer List** icon on the top toolbar.  
 Locate your customer from the list.  
 Click the **Quotes** tab at the bottom of the screen.

	Dosanjh, Sharon	Loughborough	LE11 5TB		01509 000000		EQ1010	Quoted	James Jones
	Dunster, Sally	Ashby-de-la-Zouch	LE65 2UZ			07854 704619	EQ1032	Quoted	Polly Sanders
	Gallagher, Kate	Cromer	NR27 9JG	01263 000000			EQ1026	Prospect	James Jones
	Hegarty Plumbing	Bushmills	BT57 8SU		0282 0000000		EQ1029	Customer	Anisha Patel
	Hughes, Anna & Clara	Cardiff	CF11 8AZ	0333 000000			EQ1025	Customer	Polly Sanders
	Hutchinson	Bingley	BD16 4DY	01274 000000			EQ1030	Quoted	Anisha Patel
	Juskevic	Guisborough	TS9 6QS	01642 000000		07854 704619	EQ1017	Quoted	Kwok Cheung
	Macleod, Hamish	Achiltibuie	IV26 2YR			07854 704619	EQ1018	Prospect	Anisha Patel

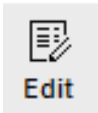


Edit

+ Add

Groups	Communication	Quotes	Sales Orders	Purchase Orders	Invoices	Payments	Opportunities	Resources
	Quote Date	*Quote Ref.	Own Ref.	2nd Ref.	Range	Nett Tot	Grand Tot	*Status
	28/10/20	EQ1115			Shaker Oak	8,527.73	10,233.28	
	28/10/20	EQ1113				3,937.17	4,724.60	

Locate and double click on the **Quote Ref** number to open.



Click **Edit** to make changes.

## 2.4 Accepting a Quote

Once you have agreed the products and price of a quotation with your customer, you will need to accept it to turn it into a sales order.



From an open quotation in progress mode, click the **Accept** icon at the bottom to open the **Order Details Window**.

Quotation Acceptance : [ Dunster, Sally / EQ1115 ]

Key Dates

Payment Stages

Accepted	28/10/2020	📅			
Production	/ /	📅			
Survey	/ /	📅		Resource	
Delivery	20/11/2020	📅		Resource	⌵
Installation	23/11/2020	📅		Resource	⌵
Completion	04/12/2020	📅			

Update

Enter the relevant dates by clicking the calendar symbol to the right of each date box.

Click Update.

Click Yes to the system message.

1

2

3

## Step 3 – Sales Order

### 3.1 Opening a Sales Order



Customer  
List

Click the **Customer List** icon on the top toolbar.  
Locate your customer from the list.  
Click the Sales Orders tab at the bottom of the screen.

Groups	Communication	Quotes	Sales Orders	Purchase Orders	Invoices	Payments	Opportunities	Resources	
	Ord.Date	*Order Ref.	Own Ref.	2nd Ref.	Range	Nett Tot	Grand Tot	Balance	*Inst.Date
	28/10/20	EQ1115			Shaker Oak	8,527.73	10,233.28	10,233.28	23/11/20

Locate and double click on the **Order Ref** number to open.

### 3.2 Recording Payments



Payments

Click the **Payments** button located on the progress toolbar.

Click the Payment button at the top left of the window.

Payment

**Payment Recorder : [ Dunster, Sally / EQ1115 ]**

**Payment Details**

Date Received: 28/10/2020

Payment Method: Credit Card

Payment Type: Deposit

Amount: £ 3,069.98

Date Banked: 28/10/2020

Date Cleared: / /

Paying Slip No.:

Notes:

Record Card Details

Sort Code: - -

Account Code:

Account Name:

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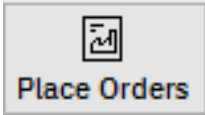
Received to Date: £ 0.00

Balance Due: £ 10,233.28

Update

Complete the relevant boxes with the detail of the payment and click **Update**.

### 3.3 Placing Purchase Orders



Click the **Place Orders** button located on the progress toolbar.

The **Generate Purchase Order** window will appear listing all the purchase orders to place to your suppliers.

Select a supplier in the top table to view the products in the bottom table.

Generate Purchase Orders - [ Dunster, Sally - EQ1115 ]

**Purchase Orders to Raise**

Supplier	Items	Value
EQ Furniture	20.00	801.10
Waterline Blue Book	2.00	385.10
Neff - G7A	3.00	1859.07
	1.00	750.00
Miscellaneous Products	1.00	2500.00

**Supplier Details**

Phone 01827 839259

Fax

Email noreply@compusoftgroup.com

Website https://www.compusoftgroup.com/

**Customer Delivery Date** 20/11/2020

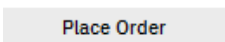
Refresh

**Product List**

Supplier	Qty	Product Code	Product Description	Colour/Option
EQ Furniture	1.00	BH100	1000mm Highline Base Unit	
EQ Furniture	4.00	715X497	715 x 497mm Door Shaker Oak	Shaker Oak
EQ Furniture	1.00	BH60	600mm Highline Base Unit	
EQ Furniture	4.00	715X597	715 x 597mm Door Shaker Oak	Shaker Oak
EQ Furniture	1.00	D60/2	600mm 2 Pan Drawer Pack	
EQ Furniture	2.00	355X597	355 x 597mm Drawer Front Shaker Oak	Shaker Oak
EQ Furniture	1.00	BH60	600mm Highline Base Unit	
EQ Furniture	1.00	TMAH/1	600mm Medium Height Tall Appliance Housing - Universal	
EQ Furniture	1.00	WM100	1000mm Medium Height Wall Unit	
EQ Furniture	1.00	WM60	600mm Medium Height Wall Unit	
EQ Furniture	1.00	WM60	600mm Medium Height Wall Unit	
EQ Furniture	1.00	PL	150x3000mm Plinth	
EQ Furniture	1.00	D/BOX	Drawer Box Adjustment	

Place Order

Click **Place Order**.



Generate Purchase Order - [ Dunster, Sally - EQ1115 ]

EQ Furniture

**Order Details**

Own P/O Ref.

Delivery Date 20 November/2020

Delivery Text

Placed By Sam

Send Via Print

**Delivery Address**

Customer Delivery Address

Shuttington Fields Farm  
Shuttington  
Tamworth  
Warwickshire  
B79 OHA

**Special Instructions**

Order	Item	Qty	*Product Code	Product Description	Price Ea.	Disc%
<input checked="" type="checkbox"/>	1	1.00	BH100	1000mm Highline Base Unit	62.50	0.00%
<input checked="" type="checkbox"/>	1.1	4.00	715X497	715 x 497mm Door Shaker Oak	36.00	0.00%
<input checked="" type="checkbox"/>	2	1.00	BH60	600mm Highline Base Unit	50.00	0.00%
<input checked="" type="checkbox"/>	2.1	4.00	715X597	715 x 597mm Door Shaker Oak	38.40	0.00%
<input checked="" type="checkbox"/>	3	1.00	D60/2	600mm 2 Pan Drawer Pack	70.00	0.00%
<input checked="" type="checkbox"/>	3.1	2.00	355X597	355 x 597mm Drawer Front Shaker Oak	18.00	0.00%
<input checked="" type="checkbox"/>	4	1.00	BH60	600mm Highline Base Unit	50.00	0.00%
<input checked="" type="checkbox"/>	5	1.00	TMAH/1	600mm Medium Height Tall Appliance Housing - Universal	75.00	0.00%
<input checked="" type="checkbox"/>	6	1.00	WM100	1000mm Medium Height Wall Unit	50.00	0.00%
<input checked="" type="checkbox"/>	7	1.00	WM60	600mm Medium Height Wall Unit	37.50	0.00%
<input checked="" type="checkbox"/>	8	1.00	WM60	600mm Medium Height Wall Unit	37.50	0.00%
<input checked="" type="checkbox"/>	9	1.00	PL	150x3000mm Plinth	15.00	0.00%
<input checked="" type="checkbox"/>	Acc	1.00	D/BOX	Drawer Box Adjustment	20.00	0.00%

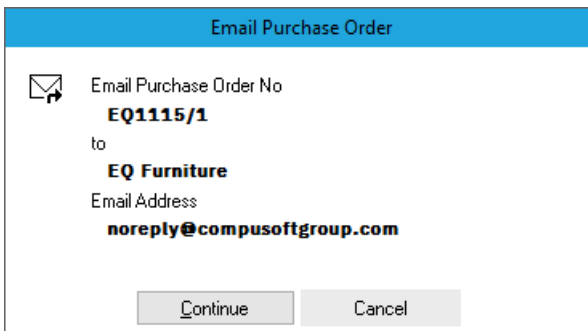
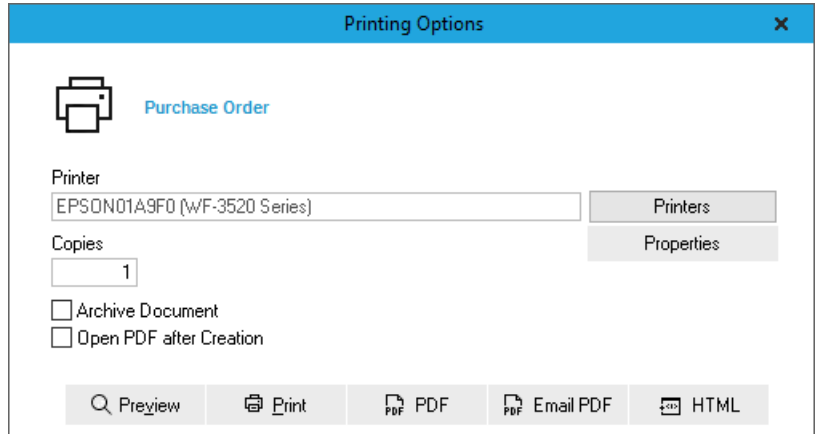
Attach Files

Place Purchase Order      Total 801.10

Enter the delivery date

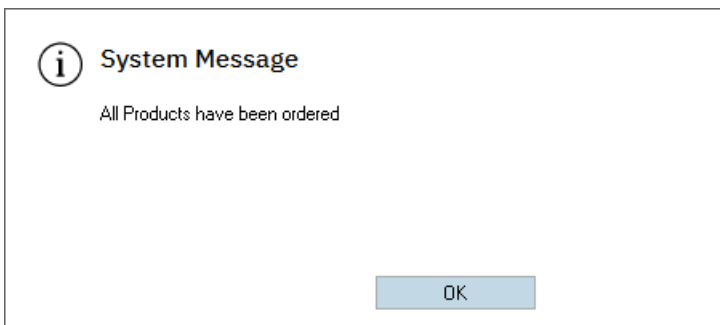
1. Select how you wish to place your purchase order
2. Select the delivery address
3. Enter any special instructions
4. Click **Place Purchase Order**.

A) If you have selected to send via Print, you will have the option to print the purchase order or turn it into a PDF to manually attach it to an email. Close this window once you have completed the task.



B) If you have selected to send via email, EQ will ask you to confirm the email address to send to the purchase order to.

A system message will be displayed, click **Yes** to update the order and move to the next purchase order in the sequence.



Once all purchase orders have been placed a further system message will be displayed '**All Products have been ordered**'.


### 3.4 Printing (Simple) Delivery Notes



Click the **Del.Note** icon located on the progress toolbar of the open sales order to create a delivery note.

From here you can choose to preview, print, email or create a PDF of the delivery note.

Compusoft GB Ltd  
 Ash Tree House, Norman Court  
 Ashby de la Zouch, Leicestershire LE65 2UZ  
 Phone: 01827 839259  
 Web: www.compusoftgroup.com



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## DELIVERY NOTE

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**Mrs Sally Dunster**  
 Ash Tree House  
 Norman Court  
 Ashby-de-la-Zouch  
 LE65 2UZ

Order No. : **EQ1115 / 1**  
 Delivery Date : **20/11/20**  
 Home Tel :  
 Work Tel :  
 Mobile Tel : **07854 704619**

EQ1115 ..... Page 1

Item	Qty	Code	Description	LR
<input type="checkbox"/>	1.0	1 BH100	1000mm Highline Base Unit	
<input type="checkbox"/>	1.1	1 715X497	715 x 497mm Door Shaker Oak	
<input type="checkbox"/>	1.2	1 715X497	715 x 497mm Door Shaker Oak	
<input type="checkbox"/>	2.0	1 BH60	600mm Highline Base Unit	L
<input type="checkbox"/>	2.1	1 715X597	715 x 597mm Door Shaker Oak	
<input type="checkbox"/>	3.0	1 D60/2	600mm 2 Pan Drawer Pack	
<input type="checkbox"/>	3.1	1 355X597	355 x 597mm Drawer Front Shaker Oak	
<input type="checkbox"/>	3.2	1 355X597	355 x 597mm Drawer Front Shaker Oak	
<input type="checkbox"/>	4.0	1 BH60	600mm Highline Base Unit	R
<input type="checkbox"/>	4.1	1 715X597	715 x 597mm Door Shaker Oak	

## 3.5 Raising Invoices

### 3.5.1 Full Invoice

Full invoices allow you to produce one invoice per sales order.



Click the **Invoice** icon located on the progress toolbar of the sales order to create the full invoice.

Sales Invoice (Full)
✕

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**Order Details**

Order Ref.

Customer Ref.

Customer Name

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**Invoice Details**

Invoice Date

Nett Total

VAT @

Remove logo

Remove Individual Prices

Invoice Text

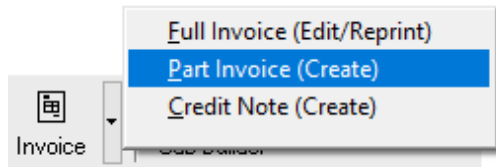
Add any specific text that you would like to appear at the bottom of the invoice in the **Invoice Text** box.

Click **Save Invoice and Print**.

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<b>Mrs Sally Dunster</b> Ash Tree House Norman Court Ashby-de-la-Zouch LE65 2UZ	References : <b>EQ1115</b> Account Code : <b>EQ1032</b> Payment Terms : Salesman : <b>Polly Sanders</b> Invoice Date : <b>30/10/20</b> Invoice No. : <b>INV1020</b>																																																																
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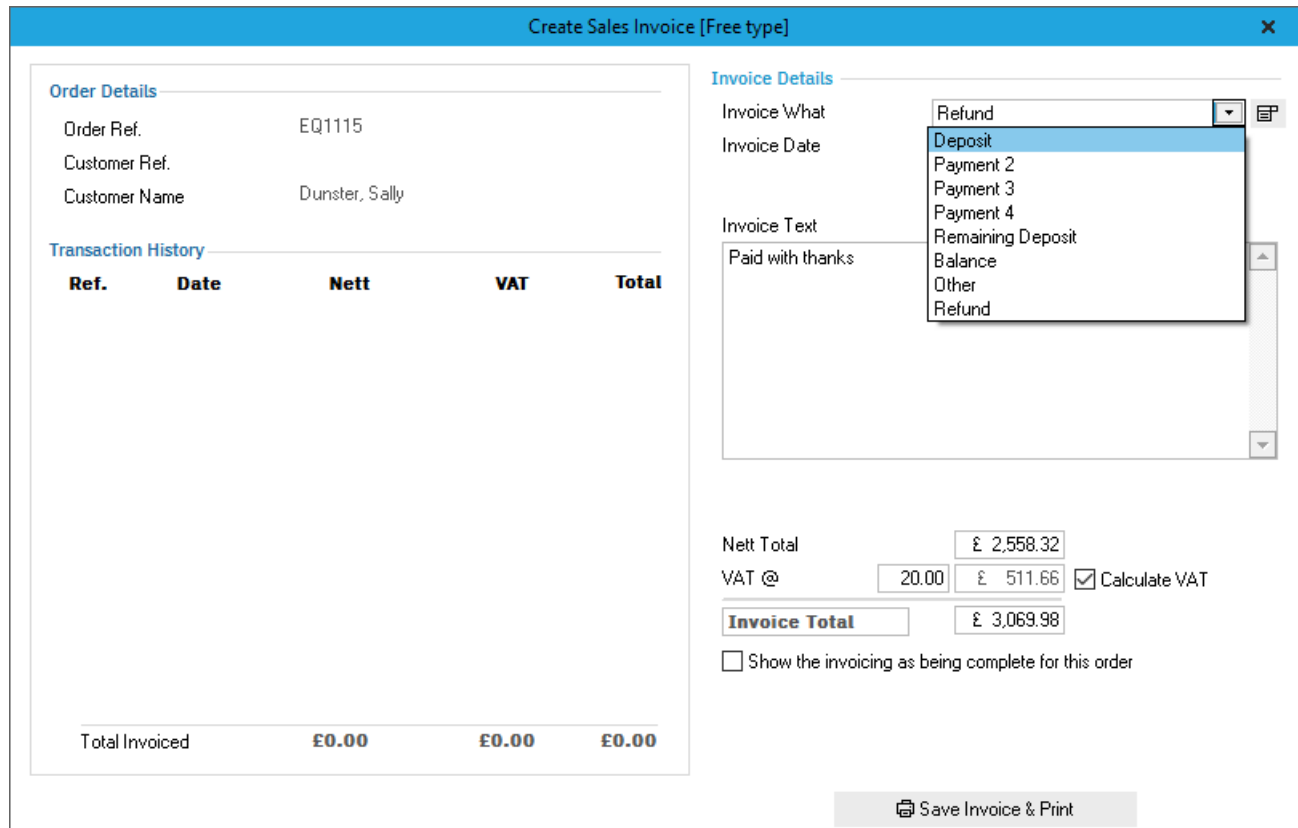
### 3.5.2 Part Invoice

Part invoices allow you to create multiple invoices per sales order, for example, one invoice per payment.



Click on the drop-down arrow next to Invoice and select **Part Invoice (Create)**.

Select from the drop down on the right which payment you want to raise the invoice for, enter any text, and click **Save Invoice & Print**.



The screenshot shows the 'Create Sales Invoice [Free type]' window. It is divided into two main sections: 'Order Details' and 'Invoice Details'.

**Order Details:**

- Order Ref. EQ1115
- Customer Ref.
- Customer Name Dunster, Sally

**Transaction History:**

Ref.	Date	Nett	VAT	Total
Total Invoiced				
		£0.00	£0.00	£0.00

**Invoice Details:**

- Invoice What: Refund (dropdown menu is open showing options: Refund, Deposit, Payment 2, Payment 3, Payment 4, Remaining Deposit, Balance, Other, Refund)
- Invoice Date:
- Invoice Text: Paid with thanks

**Summary:**

- Nett Total: £ 2,558.32
- VAT @ 20.00: £ 511.66
- Calculate VAT:
- Invoice Total: £ 3,069.98

Show the invoicing as being complete for this order

**Save Invoice & Print**

Repeat as necessary for each Part Invoice you wish to raise.





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