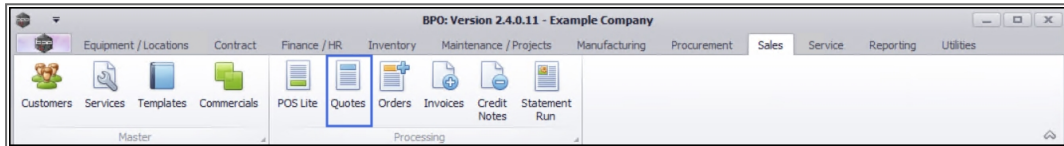


SALES

QUOTES - DELETE QUOTE

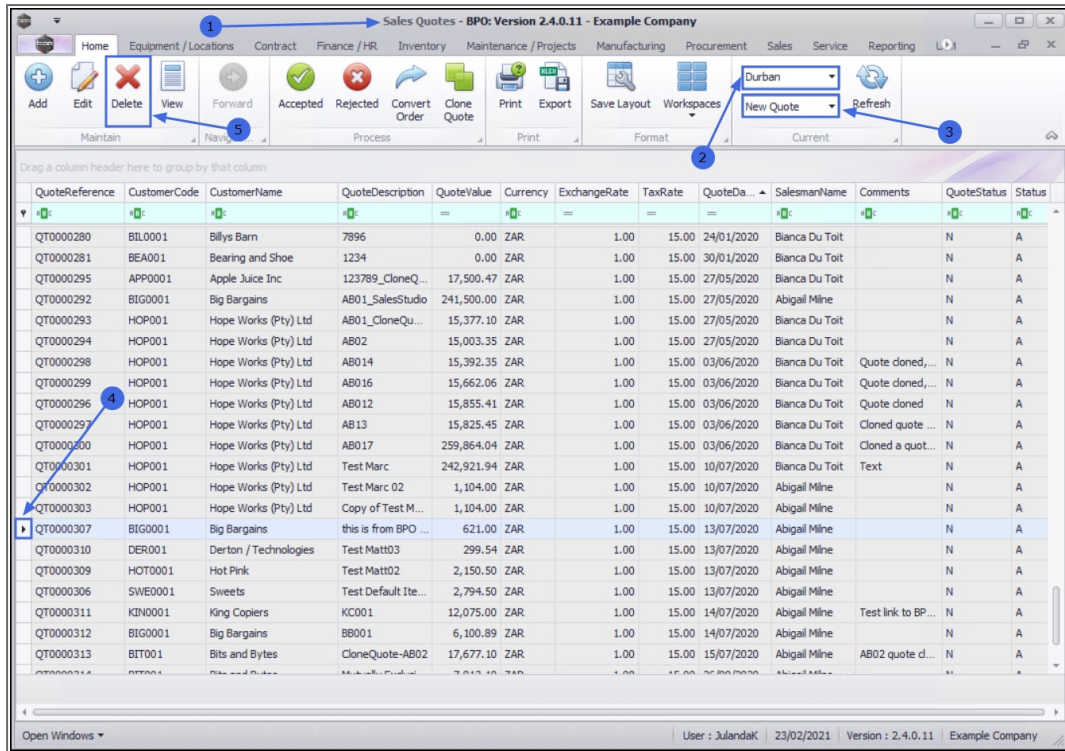
Ribbon Access: Sales > Quotes



1. The **Sales Quotes** listing screen will display.
2. Select the **Site** the quote was created for.
 - The example has **Durban** selected.
3. Ensure that the **Status** is set to **New Quote**.
4. Click on the **row** of the quote you wish to **remove**.
5. Click on **Delete**.



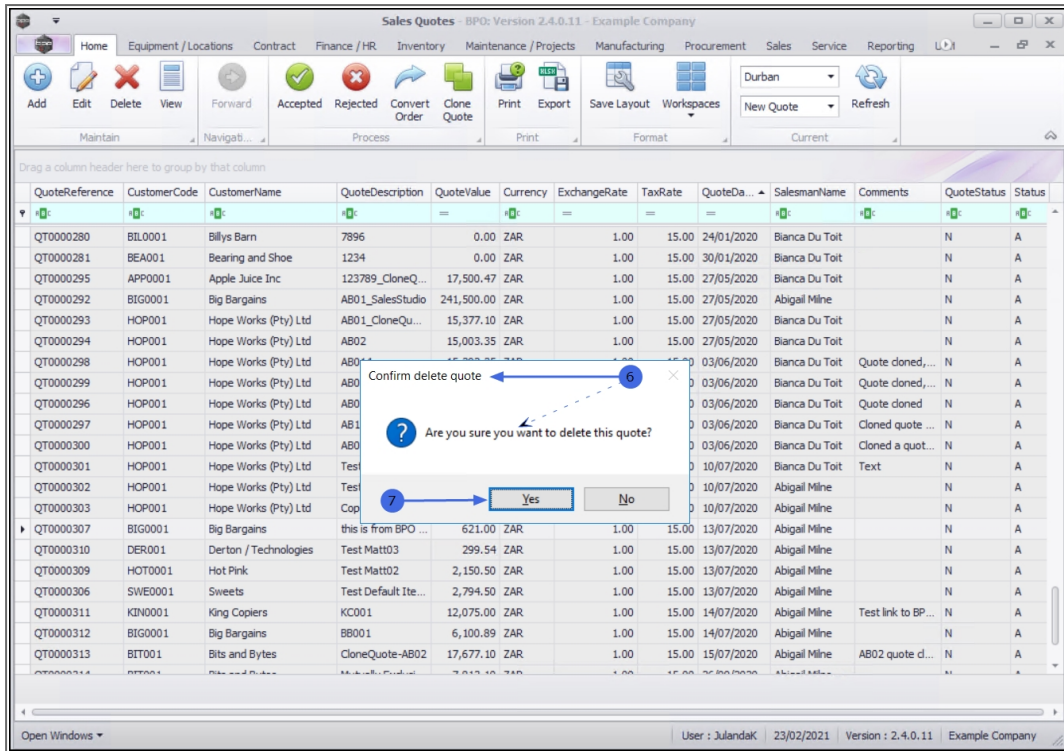
Short cut key: **Right click** to display the **All groups** menu list. Click on **Delete**.



6. When you receive the **Confirm delete quote** message to confirm;

- **Are you sure you want to delete this quote?**

7. Click on **Yes**.



The **Sales Quotes** listing screen will be updated and the sales quote that has been **deleted** will no longer be listed.

Related Topics

- [Print a Sales Quote](#)

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