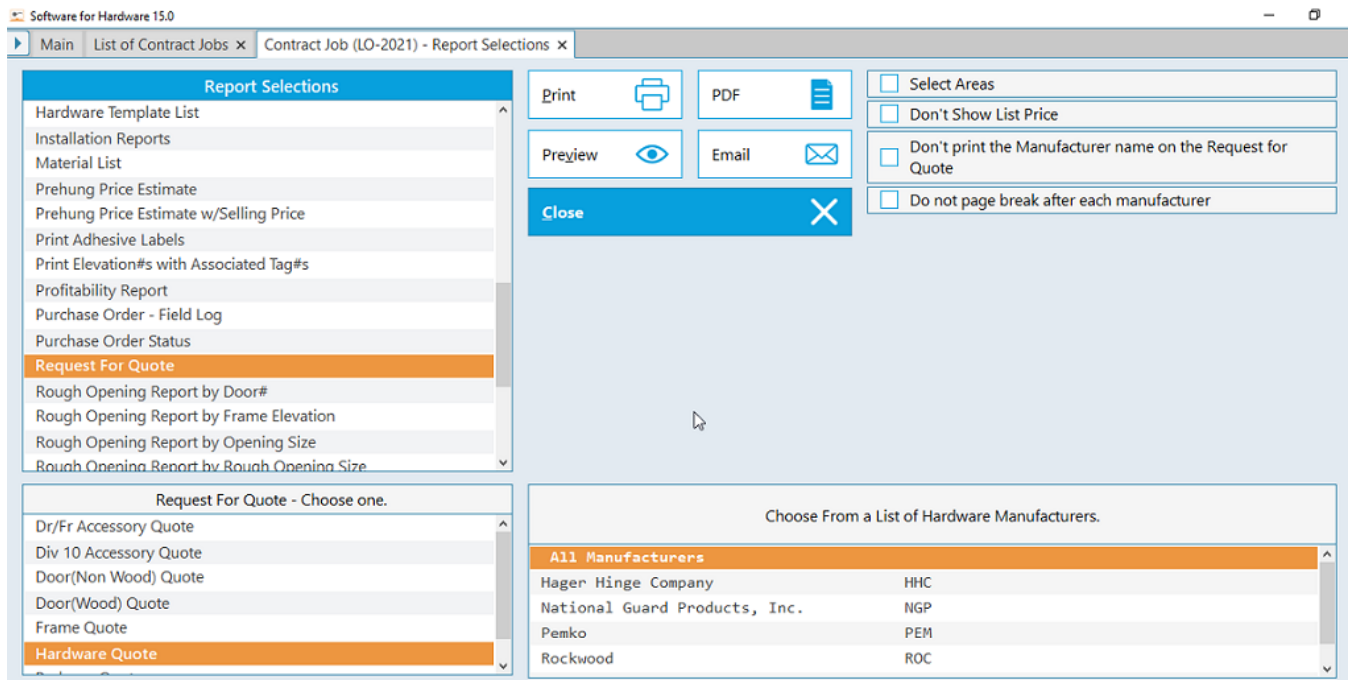


Email an RFQ

Software for Hardware has added the ability to email a *Request For Quote* to a vendor. As in other emailing features within SFH the process creates a PDF file then opens either MS Outlook or Mozilla Thunderbird email program where you can send the RFQ to a vendor as an attachment.

How it works:

1. Launch Software for Hardware and from the Logo screen click the *Contract Jobs* or *Contract Quotes* menu selection.
2. Click the *Reports* menu selection across the top.
3. Scroll down through the Report Selections and click on *Request For Quote*.
4. Select *Request For Quote* from Report Selections, then choose the type of RFQ you wish to generate.



5. From here you can simply click the *Email* button at the top. As described above SFH creates a PDF file of the *Request For Quote* then opens your default email program where you can then send the RFQ to a vendor as an attachment.