

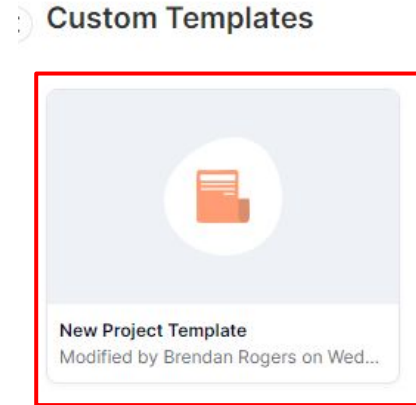
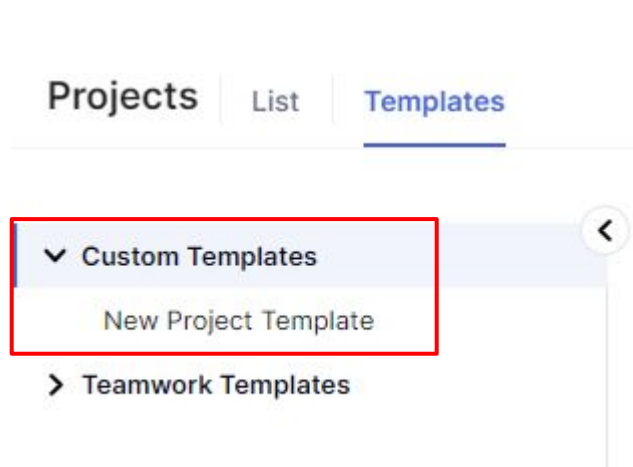
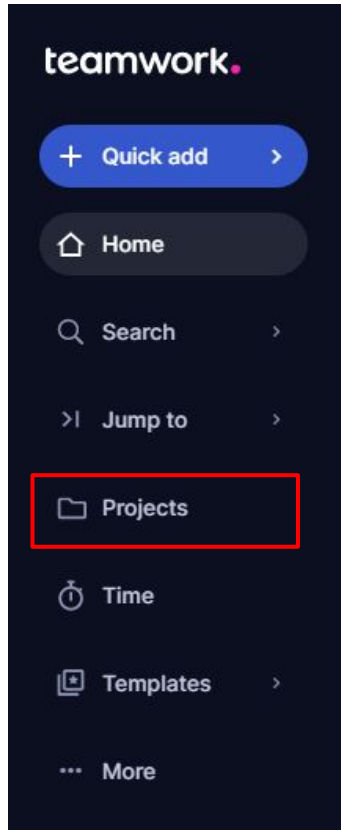
# How To: Quote Request (Corrugate & Non-Corrugate)





**For Corrugate Items Only**

# 1. Begin by making a new project in Teamwork using the “New Project Template”



## 2. Set up your project making adjustments to the categories below:

**Create a Project**

1 Project Options   **2 Details**   3 Add People   4 Choose what to carry over   5 Advanced Options

The target date is used to calculate other dates, like task and milestone date, when using a project template

[Preview dates](#)

Starts on

Choose a name

Choose a Company

Choose a company or client

**Create a Project**

1 Project Options   2 Details   **3 Add People**   4 Choose what to carry over   5 Advanced Options

People **51** Teams

Pratt Industries

- ☒ AB Alex Bernhardt
- ☒ AI Alex Inda
- ☒ April Kulp
- ☐ Austin Work...

Select project owner

**Create a Project**

1 Project Options   2 Details   3 Add People   4 Choose what to carry over   **5 Advanced Options**

Add a project category

Tag this project

+ Add Tag

Time

☐ Billable



- Remove weekends from deadlines
- Select a project name using your naming system
- File your project under the correct customer name



- Set yourself as the project owner



- File your project under "active" or "pitch"
- Uncheck the "billable" box

### 3. Under “List”, the task can be found under “material quoting”.

< Tasks

> Structure 8 tasks

> Art 7 tasks

> Material Quoting 2 tasks

> Internal Systems Onboarding 6 tasks

> Inventory Analysis 6 tasks

> Structure 8 tasks

> Art 7 tasks

> Material Quoting

Please allow at least 48 hours to collect quote

TB

Non-Corrugate Quote Request

More

JS

Corrugate Quote Request

More

4. Click on the task to see all information needed in order for the request to be quoted. Click “Edit Task” on the right to add in your information.

## Task Details

  Corrugate Quote Request [Less](#)

Provide the following information, then assign **John Steeg** to this task.

- Item description -
- Size -
- Quantities -
- Sites to quote -
- Link all art and spec files

 Collapse Description

 Follow

 Edit Task

...







## Files

No files are attached to this task



## 5. Add in all information for the task and assign a date. Quotes cannot begin without due dates. John Steeg is already assigned to the task.

### Task Details


✓ Corrugate Quote Request


☒ Task details  Files  Priority  Progress & Time  Followers  Tags  More

Who should do this?









































 John Steeg 

☐ Notify by Email?

Start Date  No Date  
Today | +1 Day | +7 Days | No Date

Due Date  No Date  
Today | +1 Day | +7 Days | No Date

Provide a detailed description for this task (optional)

**B** *I* **H**                                          

# Helpful tips for getting quotes back detailed and on time

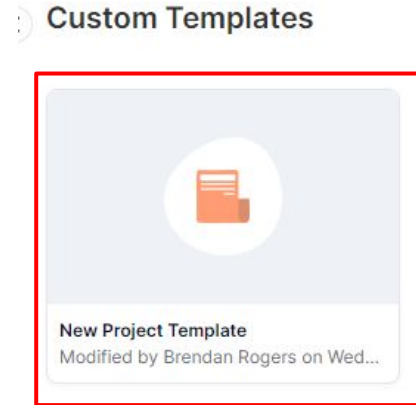
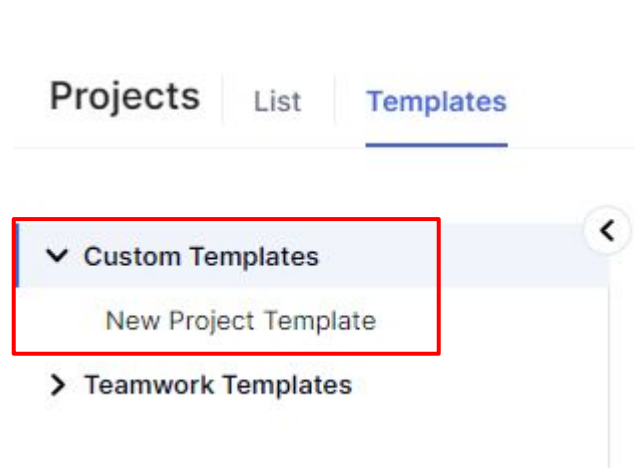
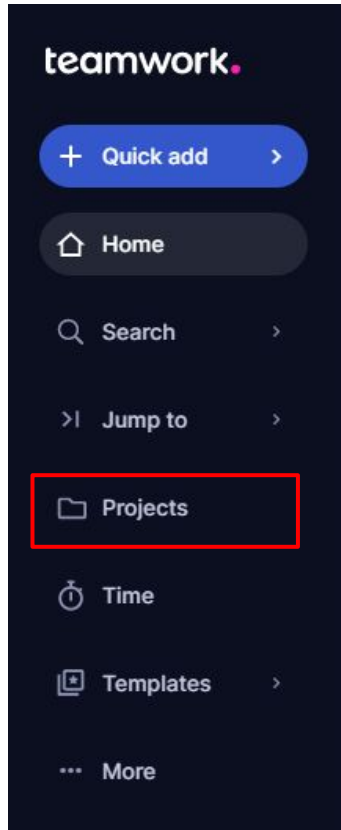
- Answering all questions requested in the task allow for a faster quoting process and response.
  - Art and spec files are required inclusions on this task.
  - If not enough information is provided, you will receive a comment requesting more info.
-





**For Non-Corrugate Items Only**

# 1. Begin by making a new project in Teamwork using the “New Project Template”



## 2. Set up your project making adjustments to the categories below:

**Create a Project**

1 Project Options   **2 Details**   3 Add People   4 Choose what to carry over   5 Advanced Options

The target date is used to calculate other dates, like task and milestone date, when using a project template

[Preview dates](#)

Starts on

Choose a name

Choose a Company

Choose a company or client

**Create a Project**

1 Project Options   2 Details   **3 Add People**   4 Choose what to carry over   5 Advanced Options

People **51** Teams

Pratt Industries

- ☒ AB Alex Bernhardt
- ☒ AI Alex Inda
- ☒ April Kulp
- ☐ Austin Worka

Select project owner

**Create a Project**

1 Project Options   2 Details   3 Add People   4 Choose what to carry over   **5 Advanced Options**

Add a project category

Tag this project

+ Add Tag

Time

☐ Billable



- Remove weekends from deadlines
- Select a project name using your naming system
- File your project under the correct customer name



- Set yourself as the project owner



- File your project under "active" or "pitch"
- Uncheck the "billable" box

### 3. Under “List”, the task can be found under “material quoting”.

#### < Tasks

> Structure 8 tasks

> Art 7 tasks

> Material Quoting 2 tasks

> Internal Systems Onboarding 6 tasks

> Inventory Analysis 6 tasks

> Structure 8 tasks

> Art 7 tasks



#### ▼ Material Quoting

*Please allow at least 48 hours to collect quote*

☐ TB Non-Corrugate Quote Request [More](#)

☐ JS Corrugate Quote Request [More](#)

4. Click on the task to see all information needed in order for the request to be quoted. Click “Edit Task” on the right to add in your information.

  Non-Corrugate Quote Request [Less](#)

Please provide the following information, then assign **Tanja Bilbija** to the task.

Item description:

Size:

Quantities:

Ship to Location(s):

Attach all art and spec files:

*Please note: all quotes will be FOB*

 Follow







 Edit Task

...



## 5. Add in all information for the task and assign a date. Quotes cannot begin without due dates. Tanja Bilbija is already assigned to the task.

### Task Details


✓ Non-Corrugate Quote Request


☒ Task details  Files  Priority  Progress & Time  Followers  Tags  More

Who should do this?






























 Tanja Bilbija 

☐ Notify by Email?

Start Date  No Date  
Today | +1 Day | +7 Days | No Date

Due Date  No Date  
Today | +1 Day | +7 Days | No Date

Provide a detailed description for this task (optional)

**B** *I* H                                

# Helpful tips for getting quotes back detailed and on time

- Answering all questions requested in the task allow for a faster quoting process and response.
  - Art and spec files are required inclusions on this task.
  - If not enough information is provided, you will receive a comment requesting more info.
-