Setup instructions

Step 1 Make a new folder on your Desktop and name it **"Orders"**

Open the Excel File *make sure to enable macros when it asks.
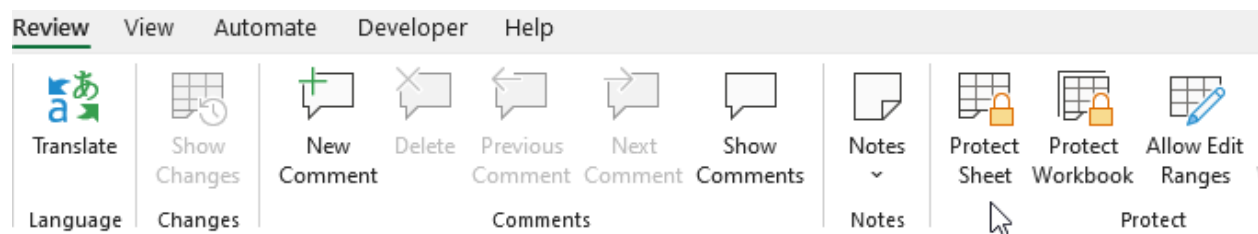
Step 2 Edit your Dealer information

Step 3 Edit the sales Tax

   If your tax rate is 5% edit this value to 0.05. 8% would be 0.08

Step 4 Lock the file

   On the review tab click "protect sheet"

   Add a password to lock/unlock

   This will make it easier not to click on cells you don't want edited

Save you file its ready

Using the file

*Note the copy/paste functions are a little quirky as there is a macro running to paste raw data. This is so you won't mess up the formatting when you paste out of a catalogue or google.

Most of it is pretty straight forward, edit the box with the info in it not beside.

The date will automatically set to current

Enter part number, Description and MSRP. The form will calculate the rest

Default Quantity is 1 but can be overridden

To run an discount click this box lower left corner

If you want 15% off MSRP just type 15, 20 just type 20.

Form will auto calculate. You can override the dealer net price if you choose a set price as well.

Make sure you have something in the cust name & PO box

Last is click upper right corner

This will Print 2x copies and save the file to your orders folder on the desktop.

The file name will be the customer name and PO combined.