Think of the standard price book as a master book of all your products.

Sometimes, though, you want to track a product that has more than one price. That’s when you create multiple price books. Say, for example, you sell coffee grinders at different prices depending on whether you’re selling to domestic or nondomestic customers.

**Quotes Basics**

As your sales reps work their deals, they prepare quotes for customers. Quotes show your customers the prices of the products and services your company offers.

Your reps have the flexibility to create a set of quotes that show different combinations of products, discounts, and quantities. That way, your customers can compare prices.

## Contracts Basics

When a customer decides which products or services to buy, your rep delivers a contract that documents the prices and terms both parties agree to. Lots of companies use contracts to set the terms for doing business with other companies.

Salesforce helps your reps create, track, and manage the contracts they deliver for their accounts and opportunities. Reps track contracts through your company’s approval process. And they can use workflow alerts to remind them about contract renewals.