**Create Enquiry**

(Sale Part)

|  |  |  |
| --- | --- | --- |
| Tour Booking Details | Transaction type  From date  To date  Sector  Destination  No of night  Contact type |  |
|  |  |  |
| Itinerary suggested by Sale | Description |  |
|  |  |  |
| Additional Service | Additional Service |  |
|  | Quantity |  |
|  | Rate |  |
|  | Description |  |
|  |  |  |
| Additional Charge | Additional Service |  |
|  | Quantity |  |
|  | Rate |  |
|  | Description |  |
|  |  |  |
| Room Specification | No of room |  |
|  | Total no. of pax incl.children |  |
|  | Singal,double,triple occupancy |  |
|  | Total no.night |  |
|  |  |  |
| Suggested by Sale | Meal plan |  |
|  | Vehicle specification |  |
|  | Airport or intercity transfers |  |
|  | Pickup location |  |
|  | Dropoff location |  |
|  | RFQ Status |  |
|  | RFQ Assign To |  |
|  |  |  |
|  |  |  |

Submitted to Operation ……………………………………………………………………

(Operational Part)

|  |  |  |
| --- | --- | --- |
| Itinerary suggested by operation | Description |  |
|  |  |  |
| Suggested by operation | Meal plan |  |
|  | Vehicle specification |  |
|  | Airport or intercity transfers |  |
|  |  |  |
| Cost | Currency Type (Single,double,triple) |  |
|  | No of pax (0,1,3) |  |
|  | INR(0,2000,4000) |  |
|  |  |  |
| Quotation Header | Destination covered |  |
|  | Inclusion summary |  |
|  | Report Title |  |

Operation Replied ………………………………………………………………..

Once RFQ status “Operation Replied” Version 1 Created for that Enquiry,

If we want to change Enquiry then change the RFQ Status “Operation Replied” to “Open”

& send it again to Operation and Waiting for RFQ Status “Operation Replied” for Version 2.

Created Enquiry Version 1

**Create Quotation**

(Sale Part)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Lead Name |  |  |  |  |
|  |  |  |  |  |
| Service | Tour Booking |  |  |  |
|  |  |  |  |  |
| Sub service | Tour Package |  |  |  |
|  |  |  |  |  |
| Enquiry Details | From date |  |  |  |
|  | To date |  |  |  |
|  | No of night |  |  |  |
|  |  |  |  |  |
| Particular | Quantity | Rate | Total |  |
| Single | 1 | 100 | 100 |  |
| Double | 2 | 2000 | 4000 |  |
| Air Ticket Booking | 11 | 2000 | 22000 |  |
| Total Quotation Amt |  |  | 26100 |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Create Invoice**

(Sale Part)

|  |  |  |
| --- | --- | --- |
| Lead Name |  |  |
|  |  |  |
| Invoice Date |  |  |
|  |  |  |
| Service | Tour Booking |  |
|  |  |  |
| Sub service | Tour Package |  |
|  |  |  |
| Enquiry Details | From date |  |
|  | To date |  |
|  | No of night |  |
|  |  |  |
| Total Quotation Amt | 26100 |  |
|  |  |  |
| Tax Name | Tax % | Tax Amount |
| Service Tax | 0.12 | 31.32 |
| Education cess | 0.02 | 5.22 |
| Higher education cess | 0.01 | 2.61 |