



Department of Academic Quality & Resources

FabLab Quotation Generator

User Handbook

Prepared for: SP FabLab Staff
Created by: Louis Goh
Version: 2.0
Last Updated: Feb 2026

Table of Contents

1 Overview.....	3
2 Getting Started.....	3
3 Quote Types.....	4
4 Project Information.....	5
5 Internal Quotation.....	6
6 External Quotation (Preliminary).....	9
7 External Workshop / Course Quotation.....	12
8 Fees & Extras.....	15
9 Preview & Print.....	18
10 Quote Log.....	20
11 Delivery Order (DO).....	23
12 Materials & Rates Tab.....	24
13 Tips & Best Practices.....	25

1 Overview

The SP FabLab Quotation Generator is a browser-based tool used by FabLab staff to quickly and accurately prepare quotations for internal projects, external client projects, and external workshops or courses. It calculates material costs, machine usage, surcharges, and GST automatically, and generates a print-ready PDF quotation with a single click.

Key capabilities:

- Three quotation types: Internal, External, and External Workshop / Course
- Colour-coded interface: blue for Internal, amber for External, green for Workshop / Course
- Automatic calculation of SP Charge Rate (18.5%) and GST (9%) for external quotes
- Fees & Extras: Design Fee, Expedited Work, Student Helpers, Staff Charges, and Project Expenses
- Workshop / Course mode with course module selector and date scheduling
- Accessories & Consumables with Qty, Unit, and Cost/Unit fields
- Saved Quote Log with FY financial summary, and per-entry View, Generate Delivery Order, Duplicate, Edit, Delete
- Delivery Order (DO) generation from any saved quote
- Materials & Rates tab for staff to update prices and machine rates

The screenshot shows the SP FabLab Quotation Generator interface. At the top, there are tabs for 'Quote Builder' (highlighted in orange), 'Quote Log' (yellow), and 'Materials & Rates' (blue). On the right, there are buttons for 'Reset', 'Preview', 'Save' (in red), and 'Print'. The main area is divided into several sections:

- Project Information:** Fields for Company / Department Name (e.g. Singapore Polytechnic), Client Name (e.g. John Tan), Project Title (e.g. FYP Exhibition Display, STEM Workshop), Project Ref No. (SP-TTC 2026-685), Date (23/02/2026), and Quote Type (INTERNAL, EXTERNAL, EXTERNAL WORKSHOP / COURSE).
- Line Items:** A table for adding items with columns for Item #, Description / Label, Material Type (dropdown menu), Hours / Item, Quantity, and Cost (\$). A button '+ Add Line Item' is at the bottom.
- Accessories & Consumables:** A table for adding accessories with columns for Description, Qty, Unit, and Cost / Unit (\$). A button '+ Add Accessory' is at the bottom.
- Summary:** A panel on the right showing a total of \$0.00 and a note: 'Internal, No SP-Surcharges or GST applied.' It also includes a 'Preview Quote' button, a 'Save' button, and a 'Print' button.

2 Getting Started

2.1 Accessing the Tool

The tool is a single HTML file. Open it in any modern web browser (Chrome, Edge, or Firefox recommended). No installation or internet connection is required once you have the file.



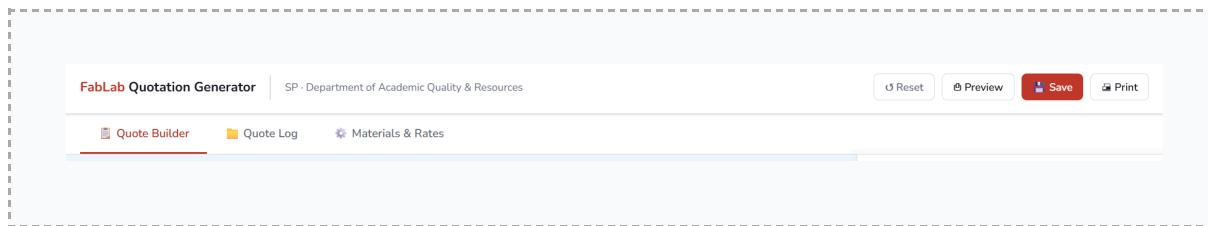
Browser Tip

Use Google Chrome or Microsoft Edge for the best print-to-PDF experience. The print dialog will suggest the correct filename automatically.

2.2 Interface Layout

The interface is divided into three main areas:

Header Bar	Contains the SP FabLab title and four action buttons: Reset, Preview, Save, and Print.
Tabs	Switch between Quote Builder, Quote Log, and Materials & Rates.
Quote Builder	The main working area, split into a left panel for data entry and a right sidebar showing the live cost summary.



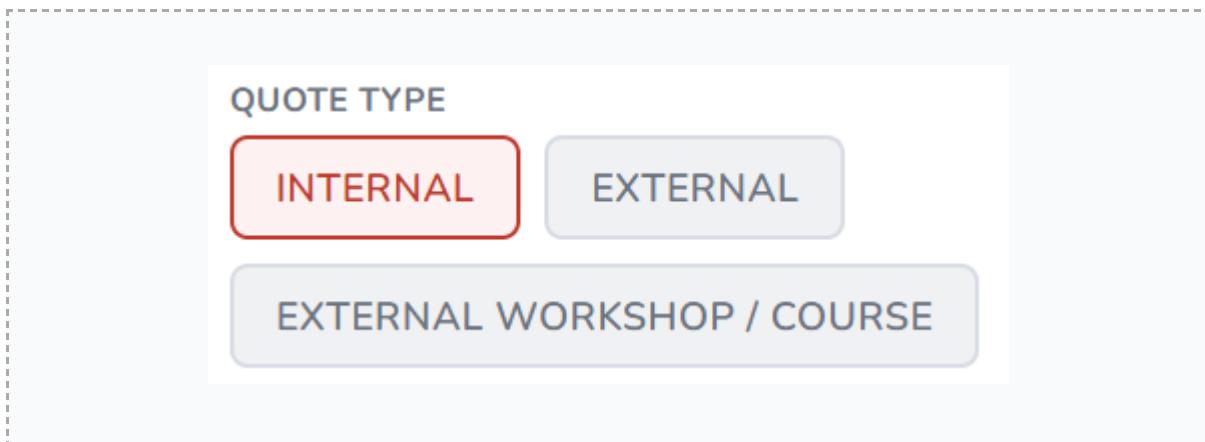
2.3 Starting a New Quote

1. Open the tool in your browser.
2. The Quote Builder tab is active by default.
3. A reference number and today's date are pre-filled automatically.
4. Select the Quote Type (Internal, External, or External Workshop / Course).
5. Fill in the company name, client name, and project details, then add line items.
6. Review the live cost summary in the sidebar, then click Save, then Print.

3 Quote Types

Select the quote type using the radio buttons in the Project Information section. The choice determines which sections are visible, how pricing is calculated, what colour the interface shows, and what the final quotation document looks like.

Type	Best Used For	Key Differences
Internal	FYP projects, internal events, school departments	No surcharge or GST. Internal Vires block included. Interface turns blue. Ref No. prefixed SP-TTC/.
External	External clients, companies, government agencies	SP Charge Rate (18.5%) + GST (9%) applied. Staff Charges and Project Expenses available. Interface turns amber/yellow. Ref No. prefixed SP-TTC/.
Workshop / Course	External training, workshops, public courses	No SP-TTC/ prefix. Course module selector with dates. Single overall course fee. Interface turns green. No accessories or design/expedited fees.



4 Project Information

This section appears at the top of the Quote Builder and applies to all quote types.

The screenshot shows the 'PROJECT INFORMATION' section of the quotation generator. It includes fields for Company / Department Name (e.g. Singapore Polytechnic), Client Name (e.g. John Tan), Project Title (e.g. FYP Exhibition Display, STEM Workshop), Project Ref No. (SP-TTC/ 2026-685), Date (23/02/2026), and Quote Type (INTERNAL selected).

Company / Department Name	The name of the organisation or department commissioning the work (e.g. Singapore Polytechnic, CORA Environment). Appears on the printed quotation above the client name.
Client Name	The name of the individual requesting the work (e.g. John Tan). Appears on the printed quotation.
Project Title	A short description of the project or job (e.g. FYP Exhibition Display, STEM Workshop Run 2).
Project Ref No.	Auto-generated but editable. For Internal and External quotes, the prefix SP-TTC/ is shown automatically. For Workshop/Course quotes, enter freely with no prefix.
Date	Auto-set to today. Change if you need to backdate or post-date the quote.
Quote Type	Select Internal, External, or External Workshop / Course. This controls which sections and fees are shown, and colour-codes the interface.

The Company Name, Client Name, Project Ref No., and Date are all printed on the final quotation. Ensure they are correct before printing.

5 Internal Quotation

Use this type for jobs requested by SP departments, faculties, or student groups. No surcharge or GST applies. The printed quotation includes an Internal Vires section with SP accounting codes for cost transfers. The builder background turns blue when Internal is selected.

5.1 Line Items

Each line item represents one type of material or printed output. Click + Add Line Item to add a row.

Material Types available:

Acrylic	Select size (A7–A2) and thickness (3mm, 5mm, 10mm). Price is auto-filled.
Plywood 3/5mm	Select size and thickness (3mm or 5mm). Price is auto-filled.
Vinyl (Large Format)	Select a size tier (Small / Medium / Large / Extra Large). Flat rate price auto-fills. No hours field — machine cost is included in the flat rate.
Cardboard Single Wall	Select thickness (5mm, 10mm, 15mm) and sheet size (A0–A3). Price is auto-filled.
Cardboard Double Wall	Same as Single Wall but with double-wall pricing.
3D Print — PLA / PETG	Select filament type and enter weight in grams. Cost calculated at \$25/kg.
Gypsum Powder	Select shape (Round \$13, Hexagon \$13, Cube Small — custom, Others — custom).

5.2 Machine Usage

Each material type automatically assigns the appropriate machine. Enter hours per item and quantity — machine cost is calculated automatically. Vinyl uses a flat rate so no hours field is shown.

3D Printer	\$5.00 / hr
Laser Cutter	\$40.50 / hr
Large Format Printer	\$45.00 / hr (included in Vinyl flat rate — no hours needed)
Cardboard Cutter	\$45.00 / hr
Gypsum Powder	No machine required

5.3 Accessories & Consumables

Add any additional consumables or accessories not covered by the material types (e.g. spray paint, tape, fixings). Click + Add Accessory and fill in the row.

ACCESSORIES & CONSUMABLES			
Description	Qty	Unit	Cost / Unit (\$)
e.g. M3 screws, paint	1	pcs	\$/unit
+ Add Accessory			

Description	Name of the accessory or consumable (e.g. M3 screws, spray paint).
Qty	Number of units required.
Unit	Unit of measure — choose from: pcs, lot, roll, set, box, m.
Cost / Unit (\$)	Price per unit. The line total = Qty × Cost/Unit and appears on the printed quotation.

5.4 The Internal Vires Block

The printed Internal Quotation includes the following SP accounting details automatically — no action required from staff:

Fund	SPO_DCG0001 SPO General Fund
-------------	------------------------------

Cost Centre	AQR: SPO_CC0024
Ledger Account	284100: Student-related Expenses
Spend Category	284104SC Student Local Programmes and Activities
Program ID	No Program ID for General Fund
Memo	Nil

SP FabLab **INTERNAL PROJECT QUOTATION**

Department of Academic Quality & Resources
Fablab
500 Dover Road, S139651

Project Ref No: SP-TTC/
Date: 23-Feb-2026

INTERNAL

COMPANY / DEPARTMENT	CLIENT
Chemical Life Sciences	Jayden Poh
PROJECT TITLE	
Star teacher award	

DESCRIPTION	QTY	MATERIAL	MACHINE	ITEM TOTAL
10mm Acrylic Plaque acrylic - A5 - 10mm - Laser Cutter - 2hrx3	3	\$30.00	\$243.00	\$273.00
Subtotal				\$273.00
TOTAL (SGD)				\$273.00

INTERNAL VIRES — CHARGING DETAILS	
Fund	SPO_DCG0001 SPO General Fund
Cost Centre	AQR: SPO_CC0024
Ledger Account	284100: Student-related Expenses
Spend Category	284104SC Student Local Programmes and Activities
Program ID	No Program ID for General Fund
Memo	Nil

This quotation is valid for 30 days from the date of issue. All amounts in Singapore Dollars (SGD).
Internal pricing — SP Surcharge and GST are not applicable for internal vires.
SP FabLab - Department of Academic Quality & Resources - 500 Dover Road, S139651

6 External Quotation (Preliminary)

Use this type for jobs commissioned by external clients — companies, government agencies, or members of the public. SP Charge Rate (18.5%) and GST (9%) are applied automatically. The document is titled Preliminary Quotation. The builder background turns amber/yellow when External is selected.

6.1 Line Items & Accessories

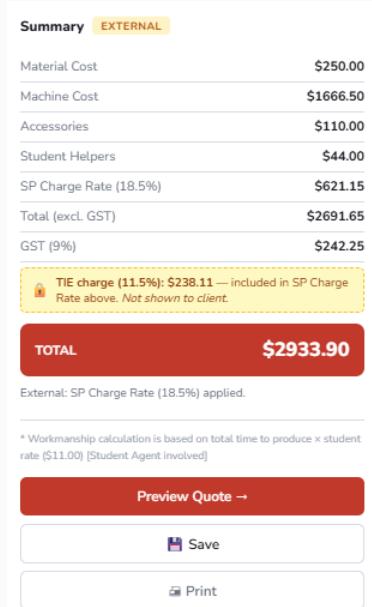
These work identically to Internal mode — including the Accessories section with Qty, Unit, and Cost/Unit columns. See Sections 5.1 and 5.3 for details.

6.2 Pricing & Surcharges

The following charges are applied automatically once External is selected:

SP Charge Rate (18.5%)	Shown in the summary and on the printed quotation. Note: 11.5% of this is a TIE administrative charge — see the sidebar note.
GST (9%)	Applied after the SP Charge Rate. Shown as a separate line in the summary and on the quotation.

The sidebar shows a yellow  TIE charge (11.5%) notice. This is for staff reference only and does NOT appear on the client-facing printed quotation.



Summary	
Material Cost	\$250.00
Machine Cost	\$1666.50
Accessories	\$110.00
Student Helpers	\$44.00
SP Charge Rate (18.5%)	\$621.15
Total (excl. GST)	\$2691.65
GST (9%)	\$242.25

 TIE charge (11.5%): \$238.11 — included in SP Charge Rate above. Not shown to client.

TOTAL **\$2933.90**

External: SP Charge Rate (18.5%) applied.

* Workmanship calculation is based on total time to produce × student rate (\$11.00) [Student Agent involved]

Preview Quote →

 Save

 Print

6.3 Staff Charges (External only)

Enable the Staff Charges toggle in the Fees & Extras section to include staff labour costs. These are printed on the quotation.

Rate (\$/hr)	The hourly rate for the staff member(s) involved.
Hours	Total number of hours worked.
No. of Staff	Number of staff involved. Total = Rate × Hours × No. of Staff.

Staff Charges
Staff rate × hours × number of staff

RATE (\$/HR) 120	HOURS 2	NO. OF STAFF 1	LEAVE TAKEN Yes
STAFF CHARGES TOTAL \$240.00			

6.4 Project Expenses (External only)

Enable the Project Expenses toggle to add a lump sum for miscellaneous project costs (e.g. delivery, materials bought externally, printing). Enter an amount and a short description.

Project Expenses
Miscellaneous project costs

PROJECT EXPENSES (\$) 20	DESCRIPTION Painting materials
-----------------------------	-----------------------------------

6.5 How Pricing Appears on the Quotation

- A table of all line items with material cost, machine cost, and item total
- Staff charges and project expenses as additional rows (if enabled)
- Totals block: Subtotal → SP Charge Rate (18.5%) → Total (excl. GST) → GST (9%) → TOTAL
- Footer note: "SP Charge Rate (18.5%) and GST (9%) are applied to this quotation."

SP FabLab

Department of Academic Quality & Resources
Fablab
500 Dover Road, S139651

PRELIMINARY QUOTATION

Project Ref No: SP-TTC/
Date: 23-Feb-2026

EXTERNAL

COMPANY / DEPARTMENT	CLIENT
CORA Environment	Clarissa Chiang
PROJECT TITLE	
1000 x 3D printed minibin keychains	

DESCRIPTION	QTY	MATERIAL	MACHINE	ITEM TOTAL
Minibins 3D Print - PLA - 10g - 3D Printer - 0.3333hrx1000	1000	\$250.00	\$1666.50	\$1916.50
1000 x Keyrings Accessory / Consumable	1 lot	\$80.00	\$0.00	\$80.00
1000 x Display Card (Cardboard) Accessory / Consumable	1 lot	\$30.00	\$0.00	\$30.00
		Subtotal		\$2026.50
		SP Charge Rate (18.5%)		\$607.95
		Total (excl. GST)		\$2634.45
		GST (9%)		\$237.10
		TOTAL (SGD)		\$2871.55

This quotation is valid for 30 days from the date of issue. All amounts in Singapore Dollars (SGD).
SP Charge Rate (18.5%) and GST (9%) are applied to this quotation.
SP FabLab - Department of Academic Quality & Resources - 500 Dover Road, S139651

7 External Workshop / Course Quotation

Use this type for training workshops or public courses delivered by FabLab. The interface changes to a green theme and a simplified course-based layout. Line items, accessories, Design Fee, and Expedited Work are not available for this type.

COURSE / WORKSHOP DETAILS

WORKSHOP DATES

Continuous (Date Range) **Specific Dates**

FROM: dd/mm/yyyy TO: dd/mm/yyyy

DURATION: Auto-calculated

+ 3D CAD + 3D Printing + Laser Cut + Programming + Cardboard Sculpt + FabLab Equipment Usage + Custom Item

OVERALL COURSE PRICE

TOTAL COURSE FEE (\$): Enter total course fee

NOTES (OPTIONAL): e.g. Inclusive of all materials and instruction

7.1 Workshop Dates

Before adding course details, schedule the workshop dates. Two modes are available:

Continuous (Date Range)	Set a From date and a To date. Duration is calculated automatically (e.g. 5 days). Best for consecutive-day workshops.
Specific Dates	Click + Add Date for each session. Days are counted automatically. Best for non-consecutive sessions (e.g. once a week).

WORKSHOP DATES

Continuous (Date Range) **Specific Dates**

FROM: 23/02/2026 TO: 27/02/2026

DURATION: 5 day(s)

WORKSHOP DATES

Continuous (Date Range) **Specific Dates**

25/02/2026 X
04/03/2026 X
11/03/2026 X

+ Add Date

3 day(s) selected

7.2 Adding Course Components

Click the course module buttons to add what is covered. Each button can only be added once (greys out after clicking). The Custom Item button can be added multiple times.

3D CAD	e.g. Basic Fusion Onshape Shapr Blender CAD
3D Printing	e.g. Safety and operational procedure of 3D Printer including software operation
Laser Cut	e.g. Safety and operational procedure of Laser Cutter including software operation
Programming	e.g. Micropython, Vibe programming
Cardboard Sculpt	e.g. Cut and assembly of Cardboard
FabLab Equipment Usage	Listed with no detail text — just "Usage of FabLab Equipment"
Custom Item	Enter your own item name and details. Can be added multiple times.



Greyed-out buttons

Once a course button is clicked, it becomes grey and cannot be clicked again. To remove a module, click the red X button on its row — the add button becomes active again.

The screenshot shows a list of course components with their descriptions and a row of buttons for adding or removing them. The components listed are:

- 3D CAD: e.g. Basic Fusion | Onshape | Shapr | Blender CAD
- 3D Printing: e.g. Safety and operational procedure of 3D Printer which includes software operation
- Laser Cut: e.g. Safety and operational procedure of Laser cutter which includes software operation
- Programming: e.g. Micropython, Vibe programming
- Usage of FabLab Equipment: Usage of FabLab Equipment

Below the list is a row of buttons:

- + 3D CAD
- + 3D Printing
- + Laser Cut
- + Programming
- + Cardboard Sculpt (highlighted)
- + FabLab Equipment Usage
- + Custom Item

7.3 Overall Course Fee

At the bottom of the Course Details section, enter a single total fee for the entire course. This is the only price field in Workshop / Course mode. You may also add an optional note (e.g. "Inclusive of all materials and instruction").

The screenshot shows the 'OVERALL COURSE PRICE' input field and the 'NOTES (OPTIONAL)' text area. The input field contains the value '10000'. The notes area contains the text 'Inclusive of consumables and Materials'.

7.4 How the Workshop Quotation Looks

- Header titled Workshop / Course Quotation with the ref number and date
- Workshop Dates line showing the date range or specific dates and total days
- A single-column table: "Course Components Covered" listing each module and its details
- A highlighted green row for the Overall Course Fee
- Totals block: Course Fee → SP Charge Rate (18.5%) → Total (excl. GST) → GST (9%) → TOTAL

SP FabLab

Department of Academic Quality & Resources
Fablab
500 Dover Road, S139651

WORKSHOP / COURSE QUOTATION

Ref No: —

Workshop Dates: 25-Feb-2026, 04-Mar-2026, 11-Mar-2026 (3 days)

Date: 23-Feb-2026

WORKSHOP / COURSE

CLIENT

COURSE / PROGRAMME

COURSE COMPONENTS COVERED

3D CAD

Fusion will be covered: -Basic Sketch tool, Extrude, Loft, Revolve & Export for 3D print

3D Printing

Safety and Operational for Bambi X1C

Laser Cut

Cover basic safety and usage of XTool Laser cutter

Programming

Vibe Programming

Usage of FabLab Equipment

Usage of FabLab Equipment

Overall Course Fee

inclusive of consumable materials

Subtotal	\$10000.00
----------	------------

SP Charge Rate (18.5%)	\$3000.00
------------------------	-----------

Total (excl. GST)	\$13000.00
-------------------	------------

GST (9%)	\$1170.00
----------	-----------

TOTAL (SGD)	\$14170.00
--------------------	-------------------

This quotation is valid for 30 days from the date of issue. All amounts in Singapore Dollars (SGD).

SP Charge Rate (18.5%) and GST (9%) are applied to this quotation.

SP FabLab - Department of Academic Quality & Resources - 500 Dover Road, S139651

8 Fees & Extras

The Fees & Extras section contains optional charges that can be toggled on or off. Some are available for all quote types; others only appear for External and Workshop / Course quotes.

FEES & EXTRAS

Design Fee
Applied on material + machine subtotal

FEE MODE	VALUE (%)
Percentage (default 20%)	20

Expedited Work
Urgency surcharge on material + machine cost

URGENCY LEVEL	EXPEDITED FEE
50% — Expedited (within 2 months)	\$0.00

Student Helpers / Agents
\$11/hr x number of helpers x hours per helper

NO. OF HELPERS	HOURS / HELPER	HELPER COST
2	2	\$44.00

Staff Charges
Staff rate x hours x number of staff

RATE (\$/HR)	HOURS
0	0

NO. OF STAFF
1

STAFF CHARGES TOTAL
\$0.00

Project Expenses
Miscellaneous project costs

PROJECT EXPENSES (\$)	DESCRIPTION
0	Transport

8.1 Design Fee (Internal & External)

Applies an additional fee on top of the material and machine subtotal. Toggle it on to reveal the options.

Fee Mode	Percentage: applies a % of the material + machine cost. Fixed Amount: a flat dollar value.
Value (%) or Value (\$)	When Fee Mode is set to Percentage, enter a number representing the percentage (e.g. 20 means 20%). When set to Fixed Amount, enter a dollar value. The label next to the field

	updates automatically to show % or \$ depending on the selected mode.
--	---

8.2 Expedited Work (Internal & External)

Applies an urgency surcharge on material and machine costs.

50% — Expedited	Within 2 months
75% — Urgent	Within 1 month
100% — Emergency	Within 2 weeks

8.3 Student Helpers / Agents (Internal & External)

Calculated at \$11.00 per hour. Enter the number of helpers and hours per helper. A footnote is added to the printed quotation: "Workmanship based on total time × student rate (\$11.00)".

8.4 Staff Charges (External & Workshop only)

For jobs where FabLab staff time must be charged to the client. Total = Rate × Hours × No. of Staff.

8.5 Project Expenses (External & Workshop only)

A lump sum for miscellaneous costs. Enter a dollar amount and a short description. This appears as its own row in the printed quotation.

The screenshot shows a software interface for generating quotations. It features two main sections: 'Staff Charges' and 'Project Expenses', each with an enable/disable switch (red switch is on).

Staff Charges:
Staff rate × hours × number of staff

RATE (\$/HR)	HOURS
120	2
NO. OF STAFF	
1	
STAFF CHARGES TOTAL	
\$240.00	

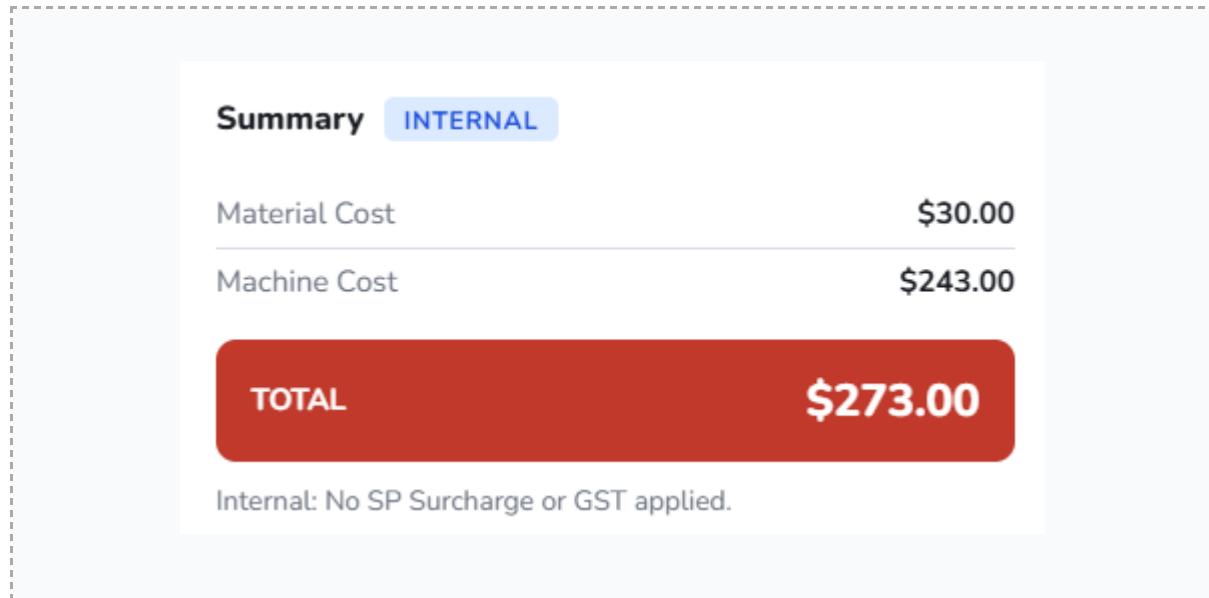
Project Expenses:
Miscellaneous project costs

PROJECT EXPENSES (\$)	DESCRIPTION
500	Transport

9 Preview & Print

9.1 Live Summary Sidebar

As you fill in the form, the right-hand sidebar updates in real time. For External and Workshop quotes, the SP Charge Rate and GST are included. A yellow  box shows the TIE portion (11.5%) for staff reference only — this never appears on the printed document.



The screenshot displays a sidebar titled "Summary" with a tab labeled "INTERNAL" highlighted in blue. Below the tabs, there are two rows of cost information: "Material Cost" and "Machine Cost". The total cost is displayed in a large red button at the bottom. A note below the button states "Internal: No SP Surcharge or GST applied."

Category	Cost
Material Cost	\$30.00
Machine Cost	\$243.00
TOTAL	\$273.00

Internal: No SP Surcharge or GST applied.

Summary EXTERNAL

Material Cost	\$250.00
Machine Cost	\$1666.50
Accessories	\$110.00
Student Helpers	\$44.00
SP Charge Rate (18.5%)	\$621.15
Total (excl. GST)	\$2691.65
GST (9%)	\$242.25

🔒 **TIE charge (11.5%): \$238.11** — included in SP Charge Rate above. Not shown to client.

TOTAL **\$2933.90**

External: SP Charge Rate (18.5%) applied.

9.2 Previewing the Quotation

Click Preview Quote → in the sidebar or  Preview in the header to open a full preview of the printed document in a pop-up window. Review all details before saving or printing.

Quote Preview

Print
Save PDF
X Close

SP FabLab

Department of Academic Quality & Resources
Fablab
500 Dover Road, S139651

PRELIMINARY QUOTATION

Project Ref No: SP-TTC/
Date: 23-Feb-2026

EXTERNAL

9.3 Saving and Printing

Save and Print are now two separate actions:

 Save (header or sidebar)	Saves the quote to the Quote Log stored in your browser. No print dialog opens. Use this first to log the quote.
 Print (header or sidebar)	Opens the browser print dialog with the filename pre-filled as RefNo_ClientName (e.g. SP-TTC-2025-001_John_Tan). Use Save as PDF to save the document.

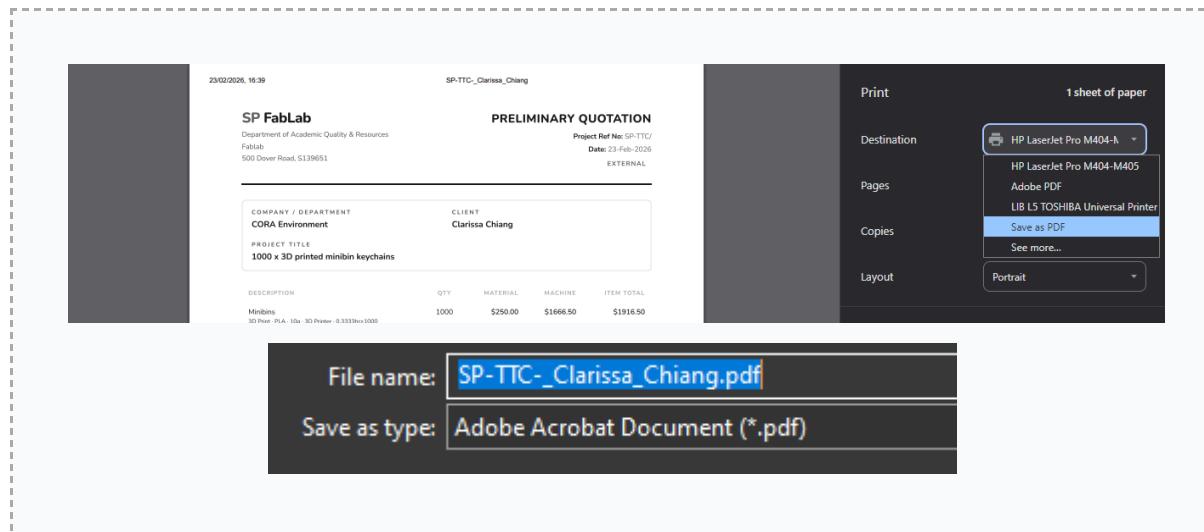
In the print dialog:

- Set Destination to Save as PDF
- The suggested filename is already shown — just click Save
- Choose the correct folder (SharePoint quotation/external or quotation/internal)



Recommended workflow

Click  Save first to log the quote, then click  Print to save the PDF. You can also print directly from inside the Preview modal using the Print or Save PDF buttons there.



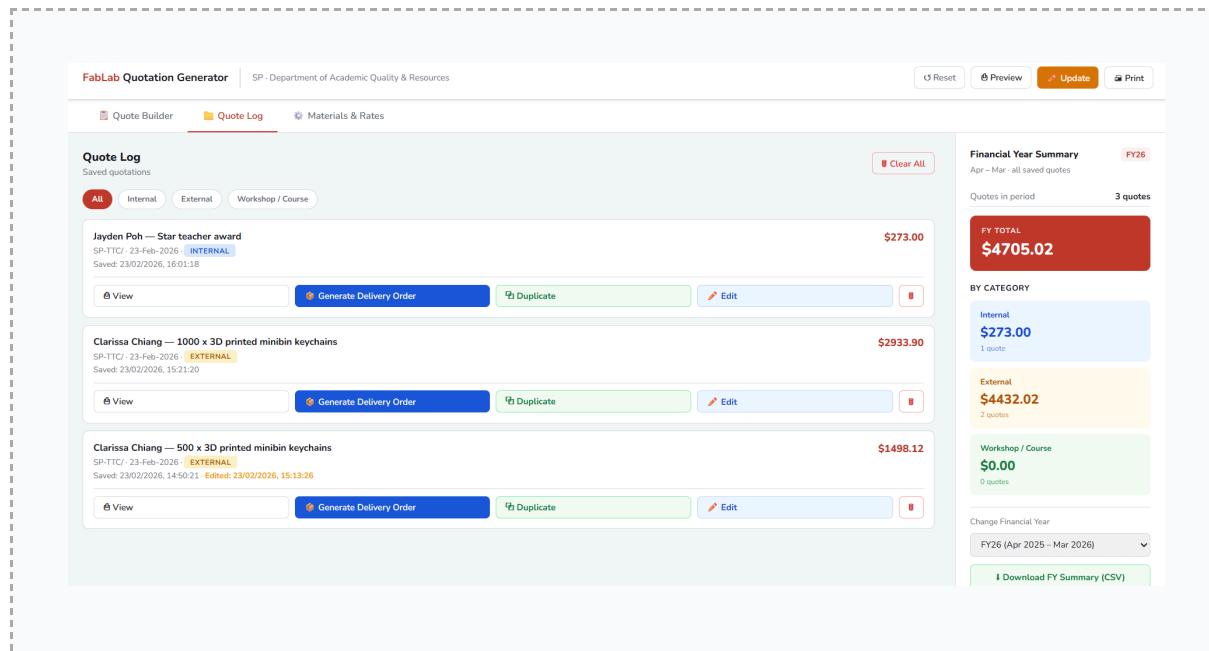
9.4 Printing from the Preview Modal

Inside the preview pop-up, two buttons are available:

 Print	Opens the browser print dialog — equivalent to clicking Print in the header.
 Save PDF	Also opens the print dialog — use Save as PDF in the dialog to save the file.

10 Quote Log

The Quote Log tab stores all quotes saved using the  Save button. Quotes are saved in your browser's local storage — they persist across sessions on the same browser but are not shared between computers.



10.1 Filtering Quotes

Use the filter buttons at the top of the log to show All, Internal, External, or Workshop / Course quotes.

10.2 Log Entry Actions

Each saved quote entry shows the client, project title, ref no., date, type badge, total, and save timestamp. Five action buttons are available:

 View	Opens a read-only preview of the saved quotation document. Use Print or Save PDF from inside the preview to reprint without creating a new log entry.
 Generate Delivery Order	Generates a Delivery Order for this quote immediately and opens the print dialog.
 Duplicate	Loads the quote into the Quote Builder with a fresh reference number and today's date — ready to create a similar quote. Does not overwrite the original.
 Edit	Loads the full quote into the Quote Builder for editing. A yellow banner appears at the top. All Save buttons become Update buttons. When you click Update, the original log entry is

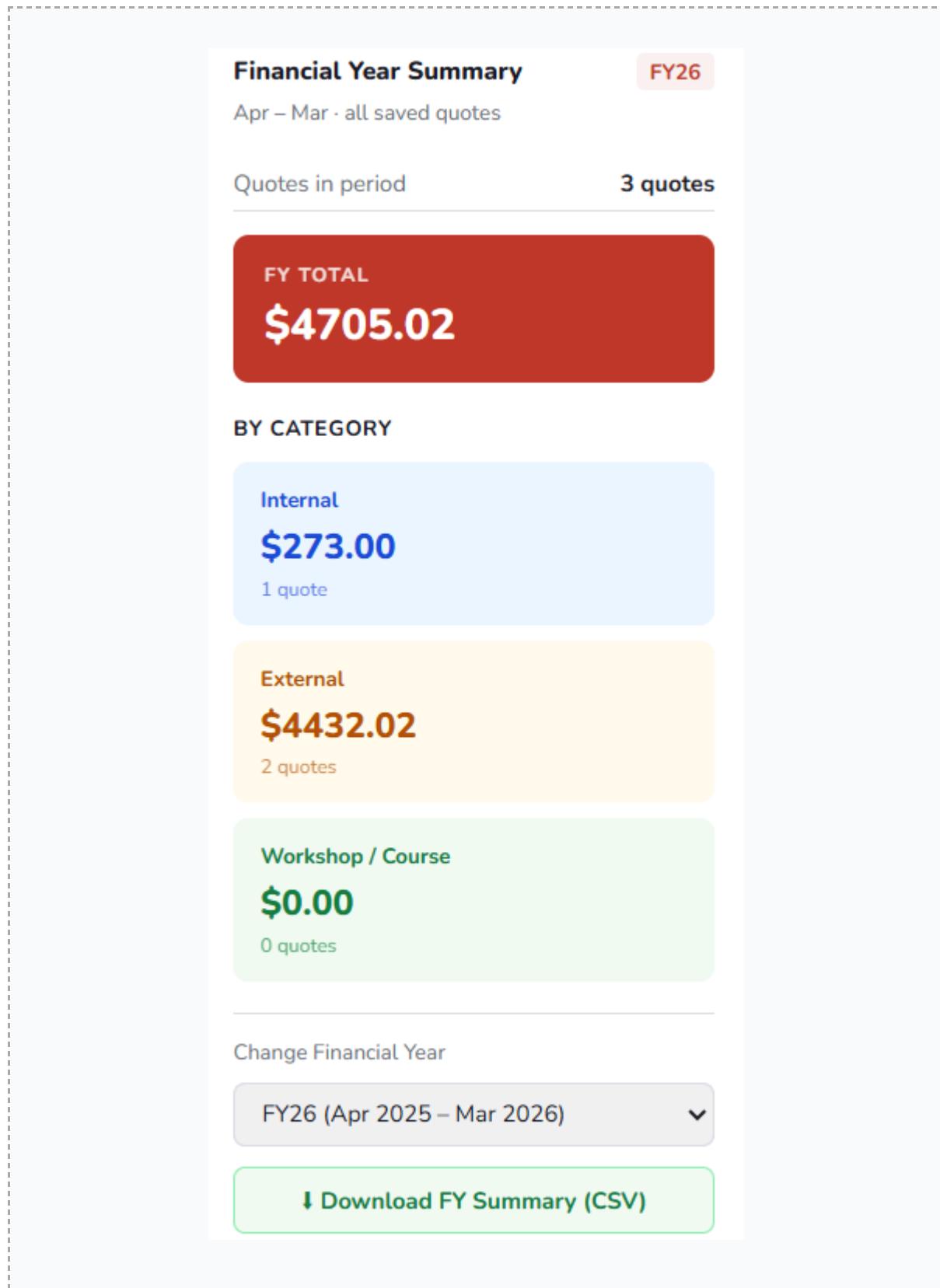
	overwritten. Click X Cancel Edit to discard changes and restore the Save buttons.
 Delete	Permanently removes the entry after a confirmation prompt. Cannot be undone.

10.3 Financial Year (FY) Summary Sidebar

The right column of the Quote Log shows a live financial summary for the selected financial year. SP FabLab's FY runs from 1 April to 31 March of the following year (e.g. FY26 = Apr 2025 – Mar 2026).

FY Grand Total	Total value of all quotes whose quote date falls within the selected FY.
Quotes in period	Count of all quotes in the selected FY.
Internal total	Sum and count of Internal quotes in the FY.
External total	Sum and count of External quotes in the FY.
Workshop total	Sum and count of Workshop / Course quotes in the FY.
Change FY	Dropdown to switch between FY26, FY27, FY28, and FY29.
↓ Download FY Summary (CSV)	Downloads a spreadsheet of all quotes in the selected FY including Ref No., Date, Client, Project Title, Type, Total, and a summary block at the bottom.

The FY is determined by the quote date, not the save date. Make sure the Date field is set correctly when building each quote.



10.4 Reprinting a Saved Quote

Click View on the log entry, then click Print or Save PDF inside the preview. This does not create a new log entry.

10.5 Clearing the Log

Click the  Clear All button to remove all saved quotes. A confirmation prompt will appear. This action cannot be undone.

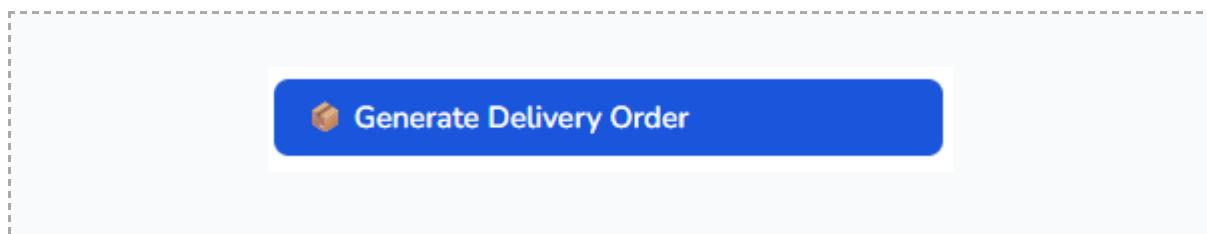
Clearing the browser cache or using a different browser will remove all saved quotes. Save a PDF copy of each quotation for your official records.

11 Delivery Order (DO)

A Delivery Order can be generated from any saved quote in the Quote Log. It lists all items without pricing, and includes a client signature block for acknowledgement of receipt.

11.1 Generating a DO

7. Go to the Quote Log tab.
8. Find the quote you want to generate a DO for.
9. Click the  Generate Delivery Order button on that entry.
10. A print dialog will open with the filename pre-filled as DO_{RefNo}_{ClientName}.
11. Save as PDF in the same way as a quotation.



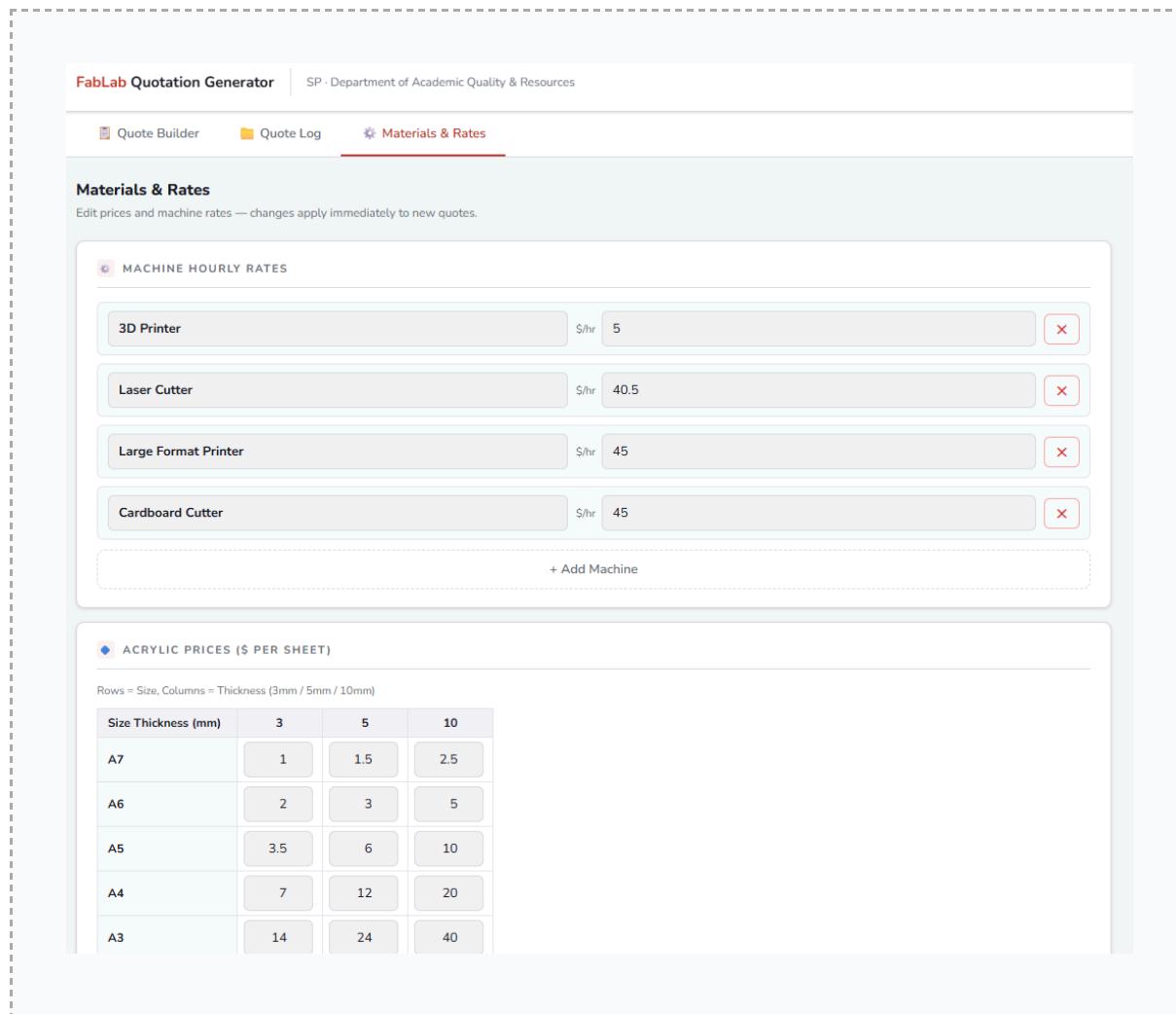
11.2 What the DO Contains

- SP FabLab header and DO reference number
- Client name, project title, and date
- A notice: "Please inspect all items carefully upon collection. Report any discrepancies or damage to FabLab staff before signing this Delivery Order."
- An items table with Description and Quantity — no pricing
- A "Condition Checked" column for the client to mark each item
- A signature block: Full Name, Signature, Date Received

23/02/2026, 16:42	DO_SP-TTC-Jayden_Poh - DO--6101		
SP FabLab			
Department of Academic Quality & Resources Fablab - 500 Dover Road, S139651			
DELIVERY ORDER			
DO No: DO--6101			
Quote Ref: SP-TTC/			
Date: 23-Feb-2026			
DELIVER TO Jayden Poh	PROJECT TITLE Star teacher award		
⚠ Please inspect all items carefully upon collection. Report any discrepancies or damage to FabLab staff before signing this Delivery Order.			
#	ITEM DESCRIPTION	QTY	CONDITION CHECKED
1	10mm Acrylic Plaque acrylic - A5 - 10mm	3	
ACKNOWLEDGEMENT OF RECEIPT			
I, the undersigned, confirm that I have received all items listed in this Delivery Order in good order and condition, unless otherwise stated.			
FULL NAME	SIGNATURE	DATE RECEIVED	
SP FabLab - Department of Academic Quality & Resources - 500 Dover Road, S139651 DO No: DO--6101 - Quote Ref: SP-TTC/ - Printed: 23-Feb-2026			

12 Materials & Rates Tab

The  Materials & Rates tab lets staff view and update all material prices and machine hourly rates. Changes apply immediately to new quotes in the current browser session.



The screenshot shows the 'Materials & Rates' tab of the FabLab Quotation Generator. At the top, there are three tabs: 'Quote Builder' (red), 'Quote Log' (yellow), and 'Materials & Rates' (blue, which is selected). Below the tabs, the title 'Materials & Rates' is displayed, followed by the sub-instruction 'Edit prices and machine rates — changes apply immediately to new quotes.'

MACHINE HOURLY RATES

Machine	\$/hr	Remove
3D Printer	5	X
Laser Cutter	40.5	X
Large Format Printer	45	X
Cardboard Cutter	45	X

+ Add Machine

ACRYLIC PRICES (\$ PER SHEET)

Rows = Size, Columns = Thickness (3mm / 5mm / 10mm)

Size	Thickness (mm)	3	5	10
A7		1	1.5	2.5
A6		2	3	5
A5		3.5	6	10
A4		7	12	20
A3		14	24	40

12.1 Machine Hourly Rates

- Edit any rate by typing directly in the \$/hr field — the change takes effect immediately for all new line items.
- Click + Add Machine to add a new machine with a custom name and rate.
- Click X next to a machine to remove it (confirmation required).

MACHINE HOURLY RATES		
3D Printer	\$/hr	5
Laser Cutter	\$/hr	40.5
Large Format Printer	\$/hr	45
Cardboard Cutter	\$/hr	45
+ Add Machine		

12.2 Material Price Grids

Acrylic	Size (A7–A2) × Thickness (3mm / 5mm / 10mm) grid
Plywood	Size (A7–A2) × Thickness (3mm / 5mm) grid
Vinyl	Four flat-rate tiers: Small, Medium, Large, Extra Large
Cardboard Single Wall	Thickness (5mm / 10mm / 15mm) × Size (A0–A3) grid
Cardboard Double Wall	Same structure as Single Wall
3D Print Rate	Single \$/kg rate for PLA / PETG
Gypsum Powder	Price per shape (Round, Hexagon, Cube Small, Others)



Session-only changes

Prices edited in this tab apply only for the current browser session. When the page is refreshed, prices reset to the defaults built into the HTML file. Ask your administrator to update the HTML source for permanent changes.

13 Tips & Best Practices

13.1 General

- Always click Preview Quote before printing to check for errors.
- Use the  Reset button in the header to clear all fields and start a fresh quote. You will be prompted to confirm.
- The tool works offline — no internet is needed once the file is open.
- Quotes are stored in your browser. Use a consistent browser (e.g. Chrome) on your work computer to maintain the log.
- The interface colour changes with quote type: blue = Internal, amber = External, green = Workshop / Course. Use this as a quick visual check before printing.

13.2 Naming Conventions

The tool generates filenames automatically. The format is:

Quotation	SP-TTC-2025-001_John_Tan.pdf
Delivery Order	DO_SP-TTC-2025-001_John_Tan.pdf

13.3 Sharing Quotes with Clients

- Save the PDF to SharePoint in the appropriate folder (quotation/external or quotation/internal).
- Never share the raw HTML file with clients — always share the saved PDF.
- The printed quotation is client-ready. The TIE charge note and internal vires details are either hidden or only shown for the relevant quote type.

13.4 Common Mistakes to Avoid

Wrong quote type selected	Double-check the Quote Type radio button. The background colour is a helpful visual reminder — blue, amber, or green.
Machine hours left at 0	For laser and cardboard jobs, ensure you enter hours per item — machine cost will be \$0 otherwise. Vinyl does not require hours.
Printing without saving	Click  Save before  Print to ensure the quote is logged. Using Ctrl+P directly bypasses the log.
Quote Log on a different PC	The log is browser-local. Always use the same browser and computer, or save PDFs as your primary records.
Editing without Edit mode	To amend a saved quote, use the  Edit button in the log. The Save button will become an Update button — clicking it overwrites the original entry.

13.5 When to Use Each Quote Type

Student FYP / CCA project	Internal
School department request	Internal
Company prototype order	External
Government agency project	External
Public STEM workshop	External Workshop / Course
Corporate training session	External Workshop / Course

SP FabLab

Department of Academic Quality & Resources · 500 Dover Road, Singapore 139651