


Bid Details


When you click on a specific Bid, you will see:


Bid Details


General


Charged Price	Estimated Costs	Profit Margin	Created Date	Accepted Date
\$4,494.00	\$4,086.01	9.98%	12/03/2017	12/03/2017


 Update Price


 Update Notes

 Generate Form

Estimated Labor Costs 

Estimated Equipment Costs 

Estimated Material Costs 

Files 

Inquiry Details

Customer Details

The “Update Price” button will allow you to change the “Charged Price” value to whatever you want. The “Update Notes” button will allow you to enter a text description that will be shown on this page. The “Generate Form” button will automatically generate a pdf of a Bid Proposal that Dottie can use to send to customers. Inquiry details and Customer details provide information regarding the customer and inquiry that the bid is attached to. You can navigate to these pages by clicking on the buttons under each tab.

Next to each of the next four lines there is a small box labeled “Show”, as shown in the image on the previous page. Clicking on this box will expand that specific menu. After clicking them, they will instead say “Hide”, as shown below.

Estimated Labor Costs

Hide

Click To Update Or Delete

Role	Wage	Hours	Total
Journeyman	\$20.00	30	\$600.00
Apprentice	\$10.00	25	\$250.00
Grand Total			\$850.00

Add Labor

Estimated Equipment Costs

Hide

Click To Update Or Delete

Equipment	Price Per Interval	Intervals	Total
Lift from vendor A	\$2,000.00 per 2 weeks	1	\$2,000.00
Lift from Vendor B	\$600.00 per day	2	\$1,200.00
Grand Total			\$3,200.00

Add Equipment

Estimated Material Costs

Hide

Click To Update Or Delete

Material	Linear Feet	Price Per Unit	Coverage In Linear Feet	Total
Caulk A	200	\$5.50	65 ft	\$16.92
Joint Sealant B	150	\$7.00	55 ft	\$19.09
Grand Total				\$36.01

Add Materials

The buttons labeled “Add Labor/Materials/Equipment” will allow you to add additional labor, materials, or equipment to a Bid as necessary. Labor, materials, and equipment that have already been assigned can be edited by clicking anywhere in their row. For example, you can click anywhere in the row of “Caulk A” under materials to edit that material’s values. Files can be uploaded to the Bid via the “Upload File” button.