

Using the Customer Estimate Tool

**This document assumes you have a valid topnotch.com account. If you do not currently have an account for the topnotchinc.com website, please refer to the "Gaining Access to TND/B & C's Online Services" document.*

1. An added benefit of online ordering is the ability to create an estimate for your customer which can be personalized, saved, and printed for later use. To generate an estimate for your customer, start by logging into TND/B & C's online services and add the items you would like to include in the estimate to your cart. Once the items have been added, click the shopping cart icon on the top right hand of the page to continue.

The screenshot displays the Top Notch Distributors, Inc. website interface. At the top, there is a navigation bar with the TND logo, a search bar, and links for "My Account" and a shopping cart icon (1). A red box highlights the shopping cart icon, and a red arrow points to it. Below the navigation bar, the main content area features "E-store Training Documents" with a list of links including "Using the Customer Estimate Tool". On the right side, a "SHOPPING CART SUMMARY" sidebar shows a product: "Weslock 03772-1-1SL23 Woodward 03772-1-1SL23 Qty: 1" with a total price of "\$29.32" and a "CHECKOUT" button. The footer contains links for "Shop", "Customer Credit Application", "Quote Request", "Keying Documentation", "Careers", "TND Team", "Locations", "Shipping Maps", "Contact", "About Us", "Privacy Policy", "E-store Training Documents", and a "JOIN OUR MAILING LIST" button. Logos for "EXCAB" and "BOYLE & CHASE, INC." are also present.

Using the Customer Estimate Tool

2. Once all the items you would like to include in the estimate have been added to your cart, click the "Checkout" link. On the Checkout screen, click "Create Estimate." Enter the title of the estimate and click "Create Estimate."

The screenshot displays the TND (Top Notch Distributors, Inc.) website's checkout interface. A modal window titled "Enter Estimate Title" is centered on the screen, featuring a text input field labeled "Title" and two buttons at the bottom: "CANCEL" and "CREATE ESTIMATE". A red arrow points from the "CREATE ESTIMATE" button in the modal to the "CREATE ESTIMATE" button in the background checkout area. The background shows a shopping cart with one item: "Weslock 03772-1-1SL23 Woodward 03772-1-1SL23" priced at \$29.32. The total price is \$29.32. The "CREATE ESTIMATE" button is highlighted with a red box. The website header includes the TND logo, a search bar, and navigation links. The footer contains various links and logos for EXCAB and BOYLE & CHASE, INC.

Questions call: 800.233.4210 Live Chat About Us Contact

Quick search by Item #, Manufacturer or Keyword

My Account (1)

Enter Estimate Title

Title

Shop Manufacturers Resources Inventory Search

Shopping Cart

Notes	Item	Qty	Total Price
	Weslock 03772-1-1SL23 Woodward 03772-1-1SL23	1 Update Remove	\$29.32
			Total: \$29.32

CANCEL CREATE ESTIMATE

CREATE ESTIMATE CHECKOUT

Shop Customer Credit Application Quote Request Keying Documentation

Careers TND Team Locations Shipping Maps

Contact About Us Privacy Policy E-store Training Documents

EXCAB, Inc., an affiliate of Top Notch Distributors, Inc.

BC BOYLE & CHASE, INC.

JOIN OUR MAILING LIST

© Copyright 2017 Top Notch Distributors, Inc. All rights reserved.

Using the Customer Estimate Tool

- 3. Input your client's name as you would like it to appear on the printout. The entire quote can be marked down from list (Global Markdown) or up from your cost (Global Markup) using the boxes provided. When these values are changed, all quote items will reflect the change. Each item can manually be changed using the input boxes provided if a greater markup or discount is required. When you are finished making changes, click the "Submit Estimate" button.

Estimate Number: 2369

Title
Required

Client Name

Global Markdown
0

Global Markup
0

Quantity	Item Number	Description	List Price:	(-%)	Your Price	UM	(+%)	Cust Price	Total
1.000	03772-1-1SL23	Weslock 03772-1-1SL23 Woodward Double Cylinder Deadbolt with A	69.00	<input type="text" value="0"/>	29.32	EA	<input type="text" value="0"/>	\$0.00	\$29.32

The above estimate will be created as a PDF document.
The document will be saved in Job Estimates for 30 days.
All prices are subject to change.

Your Total: \$29.32

- 4. The estimate will now appear as a PDF in a new window (if you have a pop-up blocker enabled, you will need to allow pop-ups for topnotchinc.com). You can then print the PDF using your PDF viewer's print button.
- 5. The document will be saved in Estimates for 30 days. All prices are subject to change.