

## Create Deposit Requests

To create a deposit request, locate the button that reads 'More' on the orders Main tab, hover over it, and select 'Print Deposit Request'

Job: 1358660AAA

CUSTOMER NAME: AAA SPECIALTY WHOLESALE, INC.

Status: Order

Job Type: Standard Job

Job Title:

PO #:

Shipping: AAA

Billing: AAA

Ordered By: David Stolper

Ship To: David Stolper

Bill To: Jerry Abercrombie

Rush Job:

Sample:

Created: 02/08/18

Requested Ship:

Completed:

Invoice:

Paid Date:

Order Date: 02/08/18

More

- Repeat Job
- Prepare Quote
- Prepare Acknowledgement
- Print Packing Slip
- Print Deposit Request
- Add File
- Add Tracking #
- Create Dispute

Description	Vendor	Ord	Billed	UOM	Price	Cost	Status
PRODUCT - Product 1		100	0	EA	2.00	0.00	PO Not Created
SETUP - Setup Charge		1	0	EA	40.00	0.00	PO Not Created
PROOF - Proof Charge		1	0	EA	0.00	0.00	PO Not Created
Estimated Shipping		1	0		20.00	0.00	PO Not Created
Estimated Tax		1	0		4.32	0.00	PO Not Created

**\*NOTE: As seen in the screen above, you will need to add Estimated Shipping and Estimated Tax if you would like to lines to show on your Deposit Request and total.**

You can choose the percentage you are requesting and then click the Create button when you're ready to generate the document:

Job: 1358660AAA

CREATE DEPOSIT REQUEST

Percent Required: 100

Configuration: Xebra Default Configurat

EXISTING DEPOSIT REQUESTS

Created Date	Created Time	Ext.	Operator Code	Sent	Sent Method

Create Cancel

After you've clicked the Create button on the Create Deposit Request screen a PDF reader will open and you will be able to review the document. On the upper right corner, you will be presented with a decision: 'Do you wish to save this document?' If you need to revise the document, click the 'No' button. Click back on the Main tab to access the 'More' button, then select 'Prepare Acknowledgment' if you wish to re-create it differently. If you are happy with the document, click the Yes button to save the document to the order record:

ipromoteu  
the smart choice

BILL TO: AAA Specialty Wholesale, Inc.  
Jerry Abercrombie  
2750 N. Abercrombie Road  
Murrayville, GA 30584  
Phone: 770-534-8114  
Fax: 855-323-0218  
Email: sales@ipromoteu.com

SHIP TO: AAA Specialty Wholesale, Inc.  
David Stolper  
2750 N. Abercrombie Road  
Murrayville, GA 30584  
Phone: 770-534-8114  
Fax: 855-323-0218  
Email: sales@ipromoteu.com

Item	Description	To Ship	Quantity	Unit Price	Extension
PRODUCT	Product 1	03/01/18	100 EA	2.00	200.00
Setup	Setup Charge	03/01/18	1 EA	40.00	40.00
	Estimated Shipping	03/01/18	1	20.00	20.00
	Estimated Tax	03/01/18	1	4.32	4.32

This document serves as a request for a deposit in order to begin production on the merchandise listed above. A final invoice will be sent once the merchandise has shipped. The TOTAL amount of this invoice reflects ordered product ONLY. It does not take into account the possibility of overruns, applicable taxes or freight, or other incidental charges. If you have any questions regarding charges which might appear on the final invoice, please contact:

David Stolper  
800-850-3370

Remit your Deposit and all future payments to:  
ipromoteu  
PO Box 2048  
Dallas, TX 75220-2048

TOTAL	204.32
DEPOSIT %	100%
REMIT TODAY	\$204.32

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Do you want to save this document? Yes No

Once you click the Yes button, some additional icons appear



You can select the **envelope icon** to email to your customer.

You can select the **printer icon** to print a copy of the PDF

You can select the **paper w/ down arrow icon** to download and save a copy of the PDF

Once you are done, you can select the X to go back to the Order Screen. Your document will now be saved in Job Documents under the Documents tab.

Job: 1358660AAA						Main	Documents	Notes	Financials	Customer Info	Vendor List	Add Line Item	X
Job Documents			Attachments		Vendor Invoices								
Created Date	Created Time	Type	Description	Ext.	Operator Code	Sent	Sent Method						
03/01/18	12:21PM	Deposit Request			AAA								