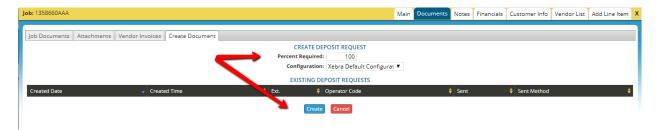
## **Create Deposit Requests**

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

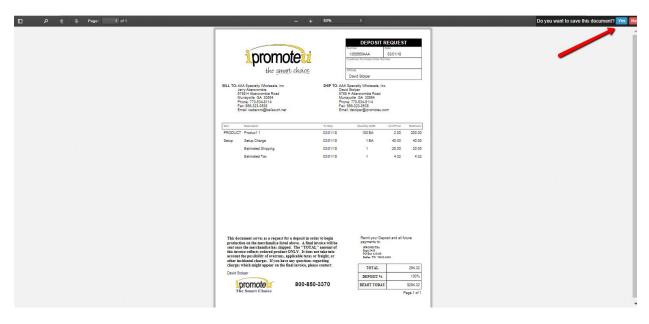


\*NOTE: As seen in the screen above, you will need to add Estimated Shipping and Estimated Tax if you would like to lines to show on your Deposit Request and total.

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



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:



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.

