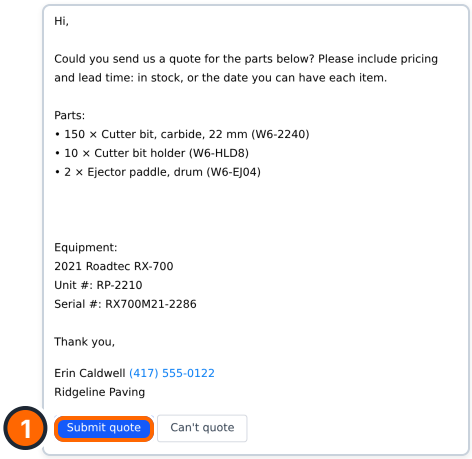
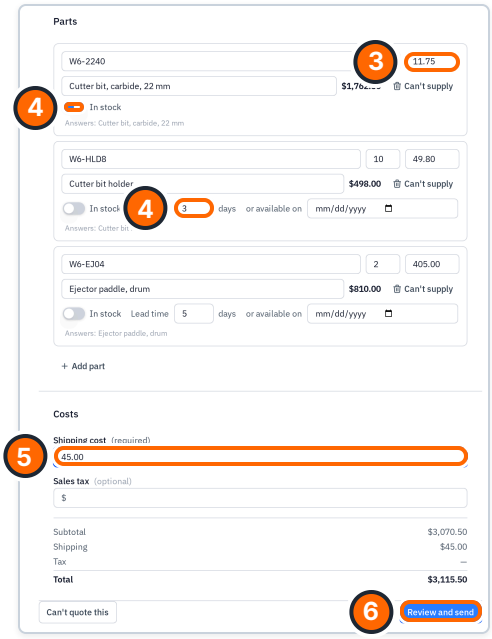
Quote a Gearflow parts request

Your customer sends the request by email. Open it from the link, price each part, say when you can have it, and send. You need no account and no password.

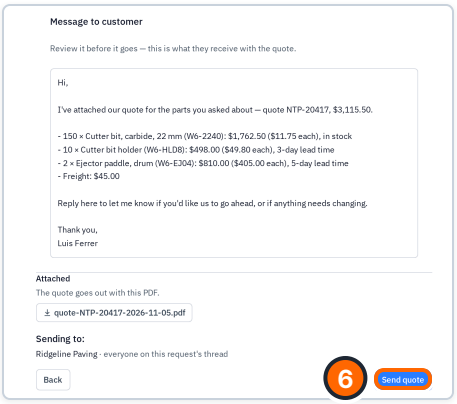
THE EMAIL



THE QUOTE PAGE



REVIEW AND SEND



1. Open your customer's email and click **Submit quote**. The request opens in your browser. There is no login and no password.
2. Check the request: who is asking, where the parts ship, the date they are needed by, and the unit. Add your quote number if you use one.
3. Under **Parts**, type your **Unit price** for each part. Gearflow shows each line total.
4. Turn on **In stock**, or type a **Lead time** in days, or the date the part will be ready. **Can't supply** takes a part off your quote.
5. Under **Costs**, type the **Shipping cost**. Type 0 if it ships free. Sales tax is optional.
6. Click **Review and send**. Check the message and the quote PDF, then click **Send quote**.

Tip: Have a quote PDF already? Drop it in **Document** at the top of the page, and Gearflow reads your prices into the form. Check them before you send. After you send, **Edit quote** changes your answer while your customer decides, and **Can't quote this** tells them you can't quote it.

> **Good to know:** Your link opens only this one request. The page shows whose link it is (**Answering as** your name), so a colleague who opens a forwarded email answers as you.