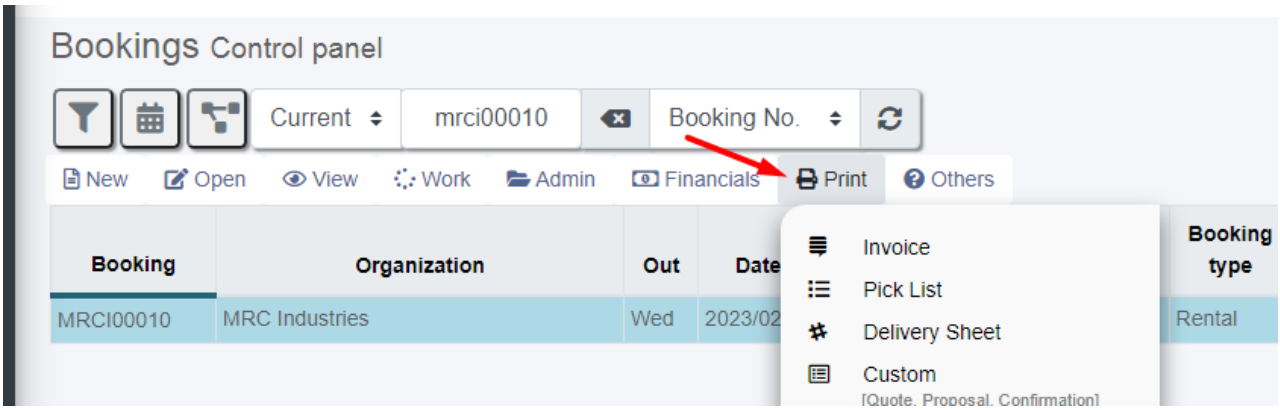
Print Using Fast Report Templates

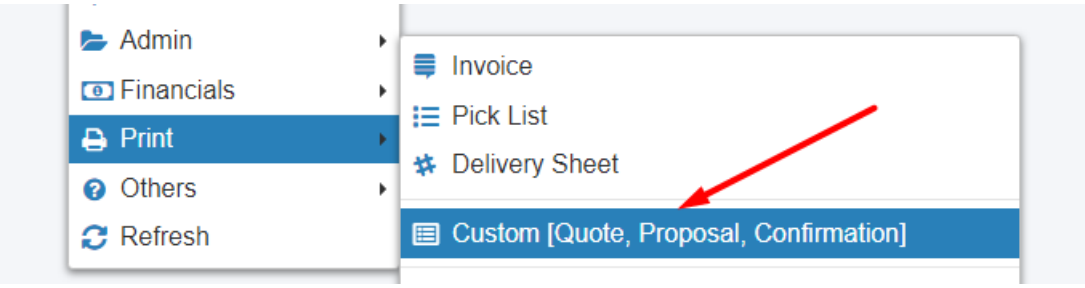
Last Modified on 15/04/2025 5:49 pm EDT

Print Quote

Access the Booking Print Menu from the top menu bar



or via right click option



Select a template and corresponding print options, then click to proceed.



Refresh the page

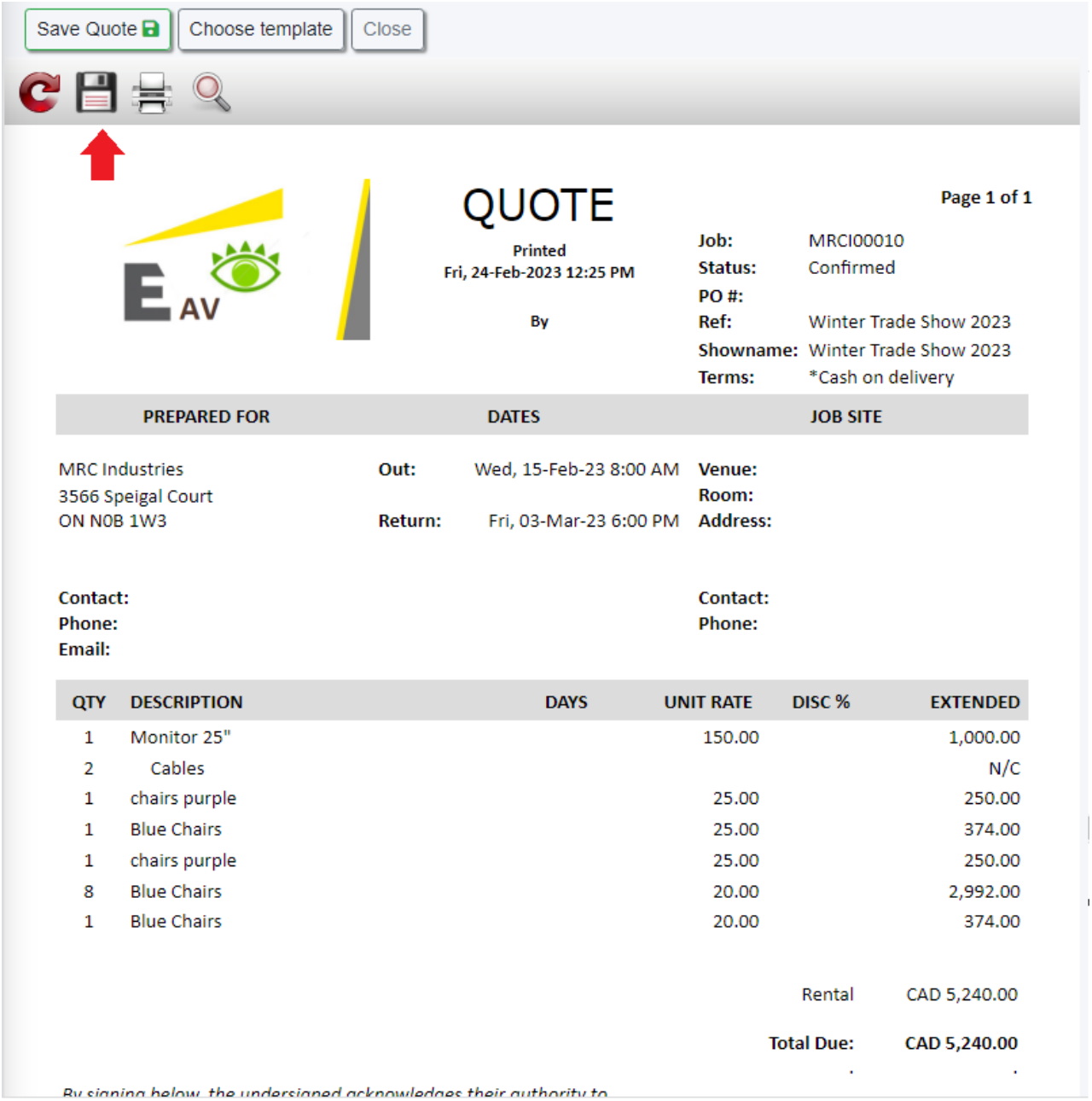
Save to selected format

Send to printer

Zoom for enlarged view

Save Quote — Save to PDF and option to *Send for e-signature*

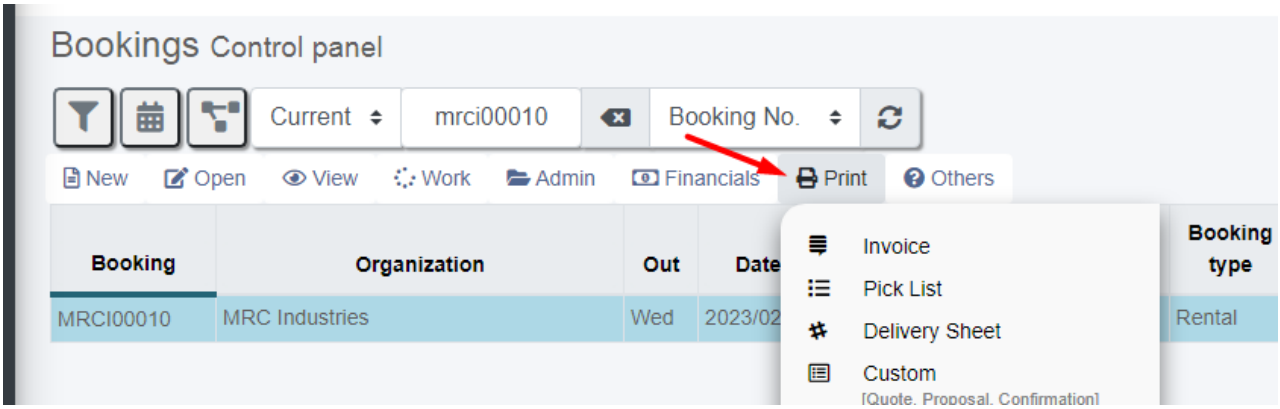
Choose template — Select a different template



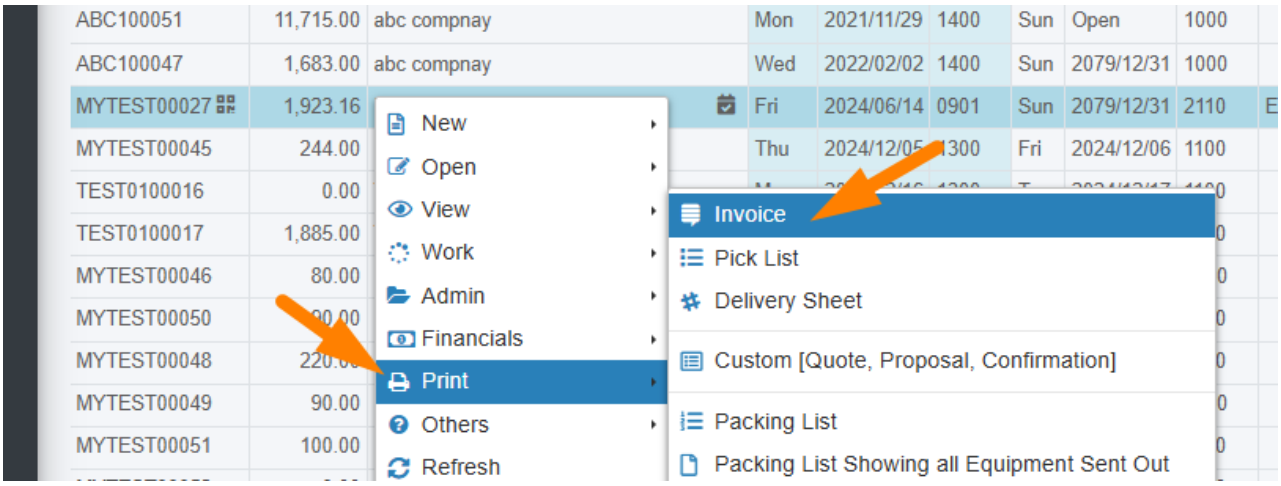
Print Invoice

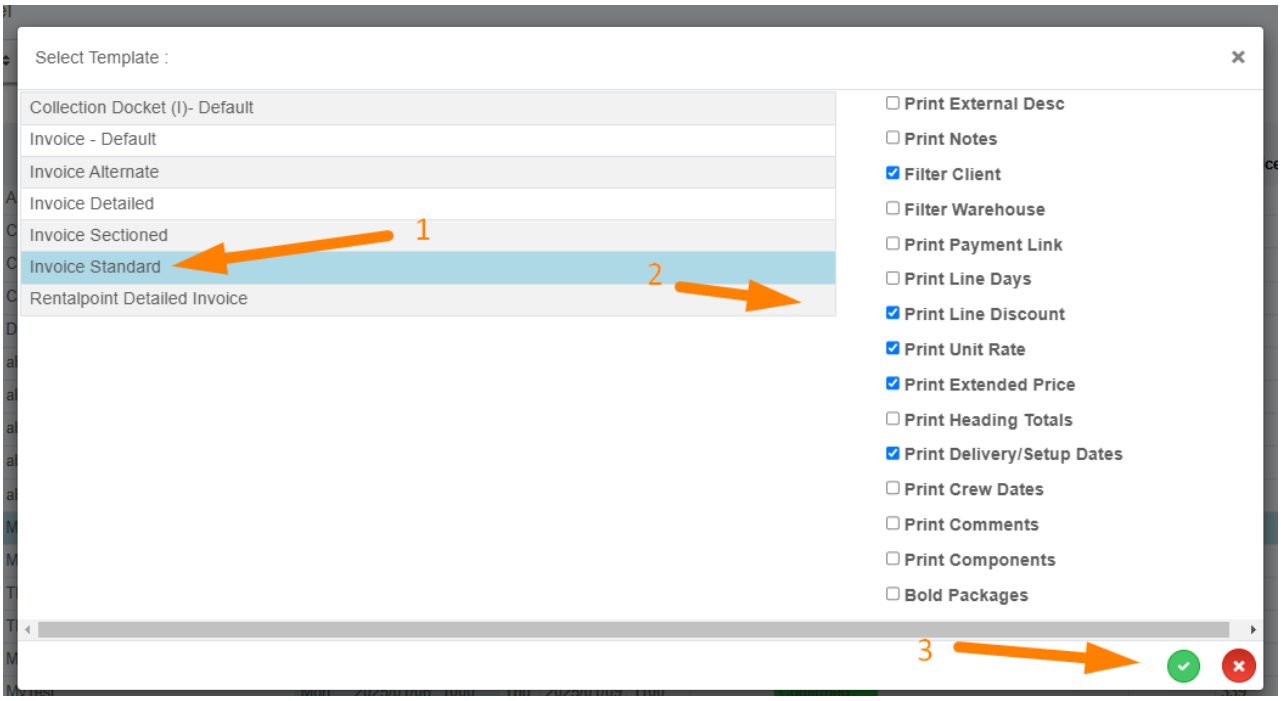
Invoicing can be customized with via Invoicing Parameters.

Access the Booking Print Menu from the top menu bar



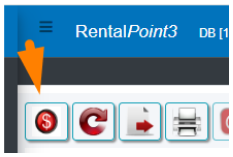
or via right click option





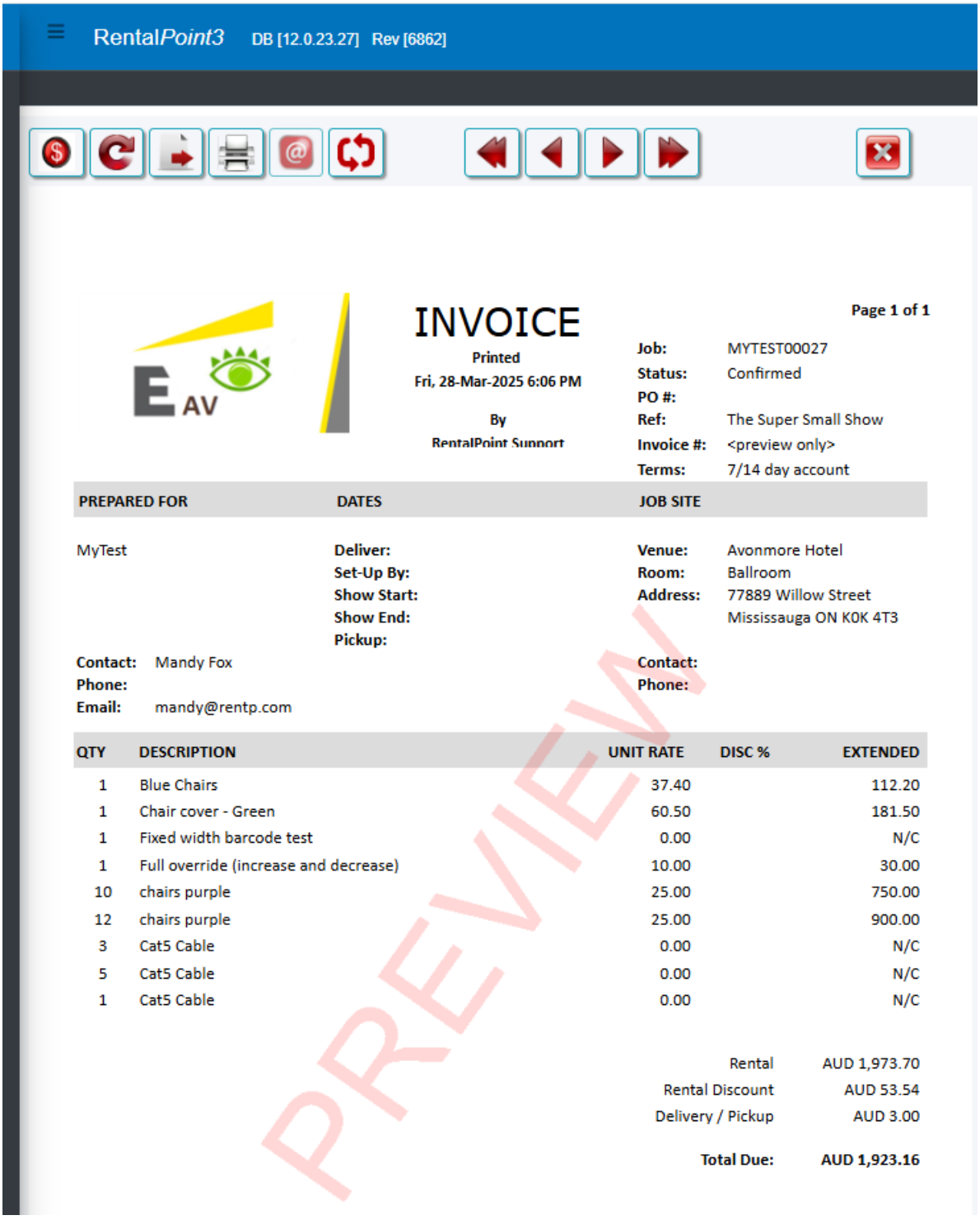
Select a template and corresponding print options, then click  to proceed.

This is a preview of your invoice which has not been produced yet. To produce the invoice assigning an invoice number click the '$' icon to create the invoice.



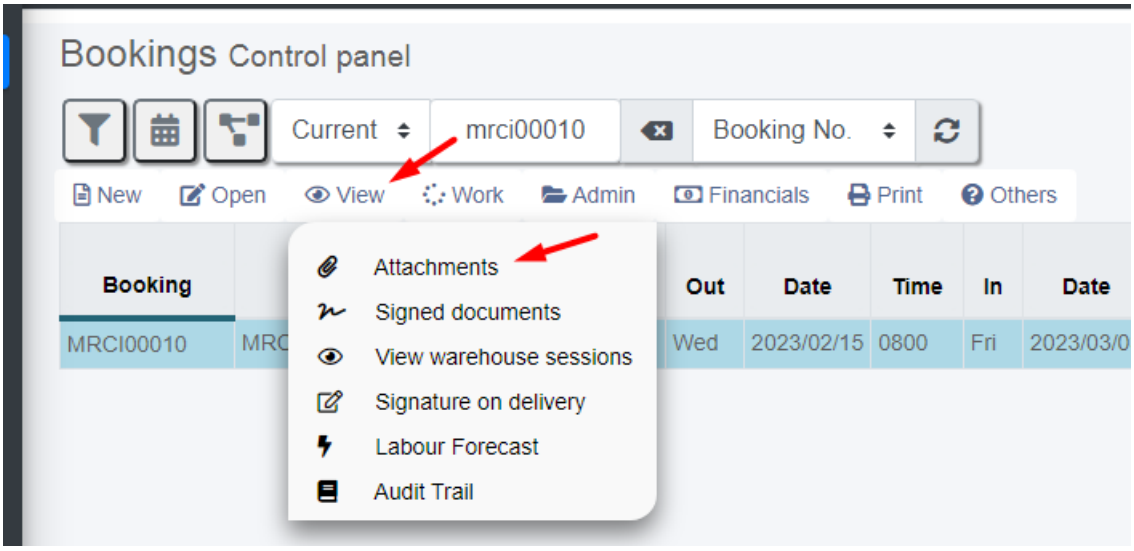
 Refresh the page

 Send to printer



View Attached Documents

All saved booking documents are attached to the booking and visible via the view-->attachments option



Fast Report Templates

Standard Fast Report templates are provided with RentalPoint3. For custom Fast Report modifications, please contact support@rentp.com.