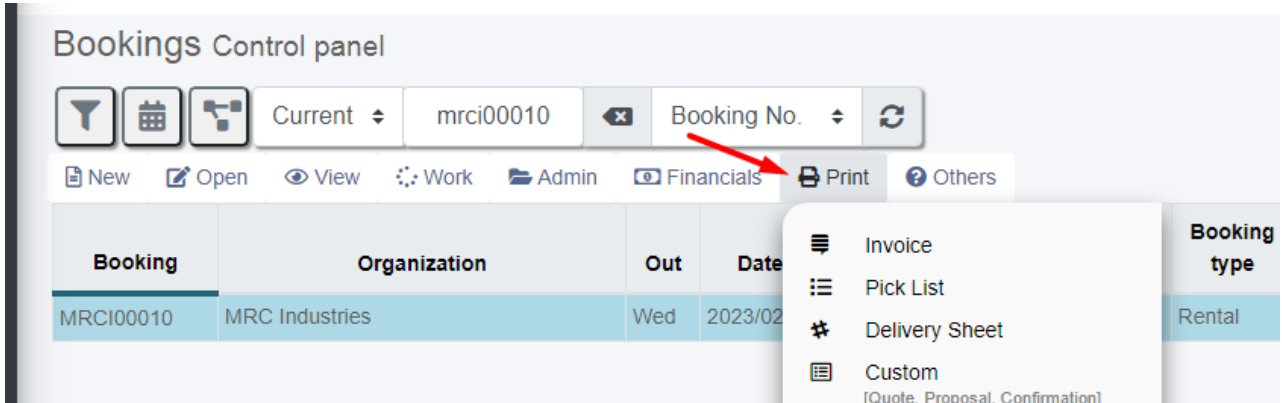


Print Using Fast Report Templates

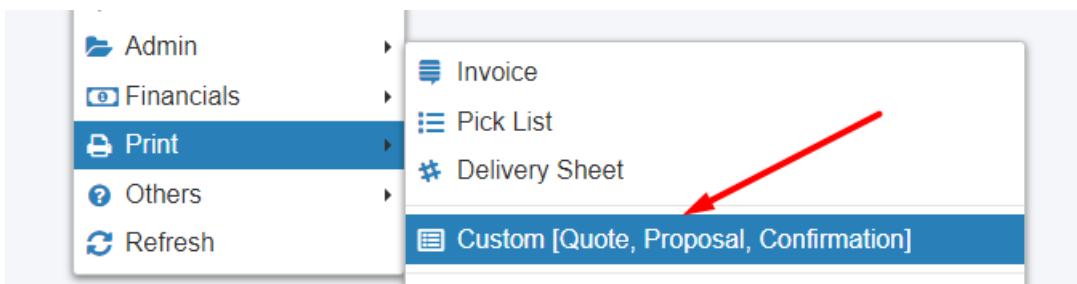
Last Modified on 02/04/2025 4:38 pm EDT

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.

Select Report :

Quote - Default	<input type="checkbox"/> Print External Desc
Quote Alternate	<input type="checkbox"/> Print Notes
Quote Cost Estimate	<input checked="" type="checkbox"/> Filter Client
Quote Standard	<input type="checkbox"/> Filter Warehouse
Quote Sectioned	<input checked="" type="checkbox"/> Print Line Days
	<input checked="" type="checkbox"/> Print Line Discount
	<input checked="" type="checkbox"/> Print Unit Rate
	<input checked="" type="checkbox"/> Print Extended Price
	<input type="checkbox"/> Print Heading Totals
	<input type="checkbox"/> Print Delivery/Setup Dates
	<input type="checkbox"/> Print Crew Dates
	<input type="checkbox"/> Print Comments
	<input checked="" type="checkbox"/> Print Components
	<input type="checkbox"/> Bold Packages
	<input type="checkbox"/> Print Standard Rental Terms
	<input checked="" type="checkbox"/> Print RPSign Rental Terms
	<input type="checkbox"/> Print Standard Rental Terms test

3



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

Save Quote Choose template Close

QUOTE

Printed
Fri, 24-Feb-2023 12:25 PM

By

Job: MRCI00010
Status: Confirmed
PO #:
Ref: Winter Trade Show 2023
Showname: Winter Trade Show 2023
Terms: *Cash on delivery

Page 1 of 1

PREPARED FOR	DATES	JOB SITE
MRC Industries 3566 Speigal Court ON NOB 1W3	Out: Wed, 15-Feb-23 8:00 AM Return: Fri, 03-Mar-23 6:00 PM	Venue: Room: Address:

Contact:
Phone:
Email:

Contact:
Phone:

QTY	DESCRIPTION	DAYS	UNIT RATE	DISC %	EXTENDED
1	Monitor 25"		150.00		1,000.00
2	Cables				N/C
1	chairs purple		25.00		250.00
1	Blue Chairs		25.00		374.00
1	chairs purple		25.00		250.00
8	Blue Chairs		20.00		2,992.00
1	Blue Chairs		20.00		374.00
				Rental	CAD 5,240.00
				Total Due:	CAD 5,240.00

By signing below, the undersigned acknowledges their authority to

Print Invoice

Access the Booking Print Menu from the top menu bar

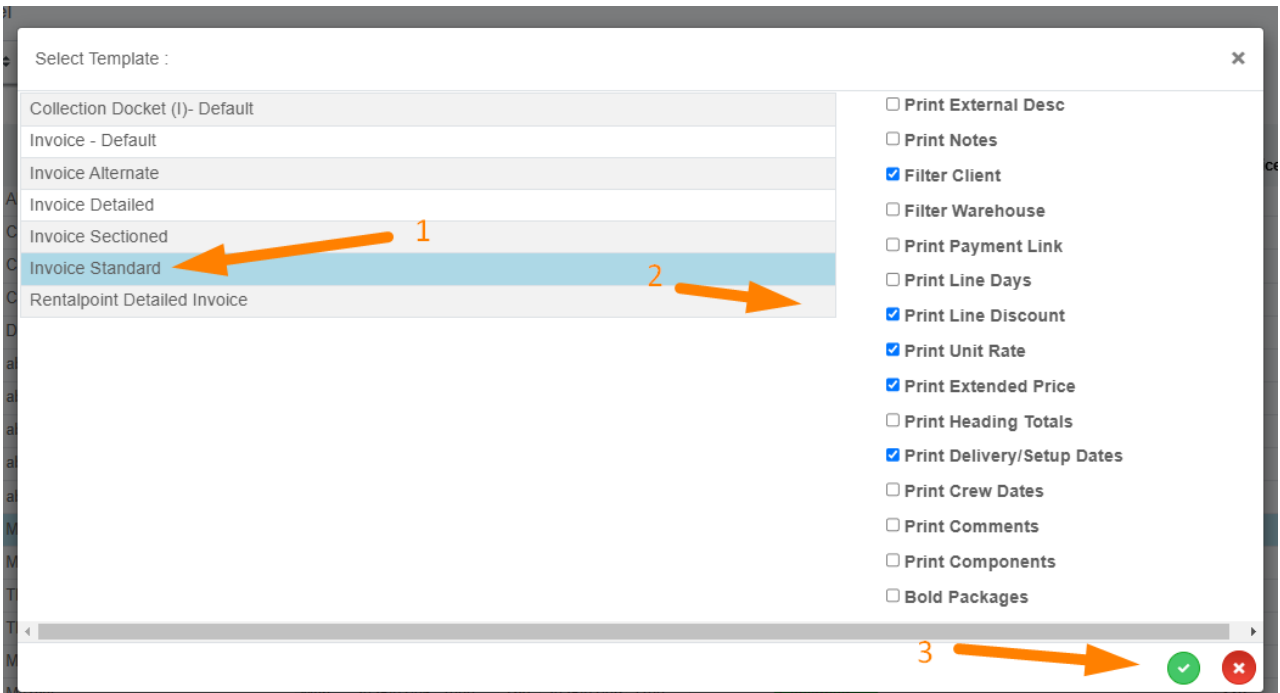
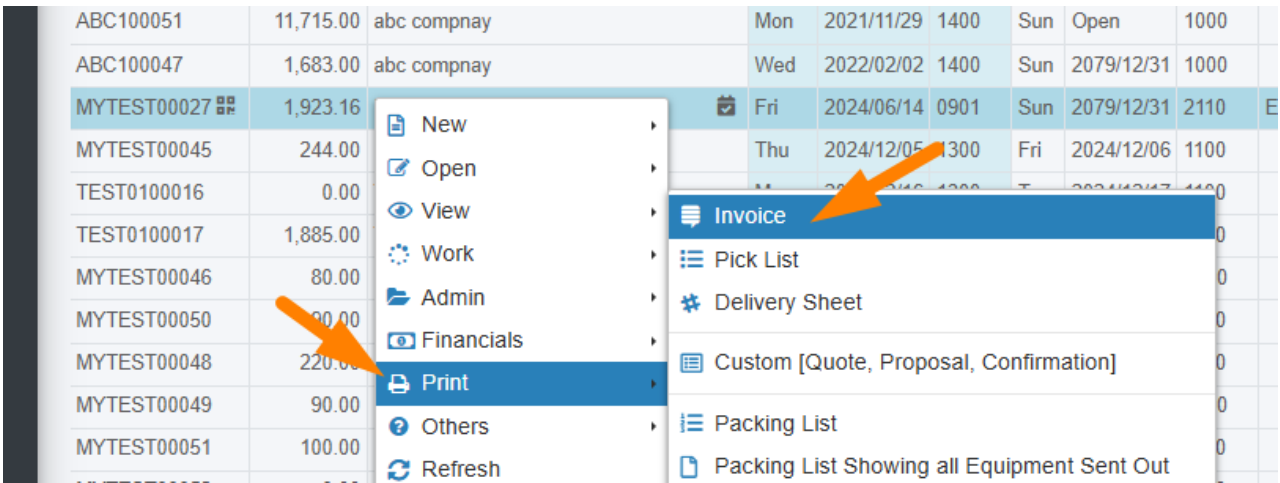
Bookings Control panel


Current ▾ mrci00010 Booking No. ▾

Booking	Organization	Out	Date	Booking type
MRCI00010	MRC Industries	Wed	2023/02	Rental

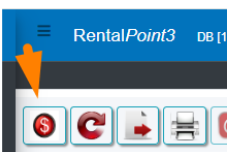
Invoice
 Pick List
 Delivery Sheet
 Custom
 [Quote, Proposal, Confirmation]

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.





Send to printer



INVOICE

Page 1 of 1

Printed
Fri, 28-Mar-2025 6:06 PM
By
RentalPoint Support

Job: MYTEST00027
Status: Confirmed
PO #:
Ref: The Super Small Show
Invoice #: <preview only>
Terms: 7/14 day account

PREPARED FOR	DATES	JOB SITE
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MyTest	Deliver: Set-Up By: Show Start: Show End: Pickup:	Venue: Avonmore Hotel Room: Ballroom Address: 77889 Willow Street Mississauga ON K0K 4T3
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Contact: Mandy Fox
Phone:
Email: mandy@rentp.com

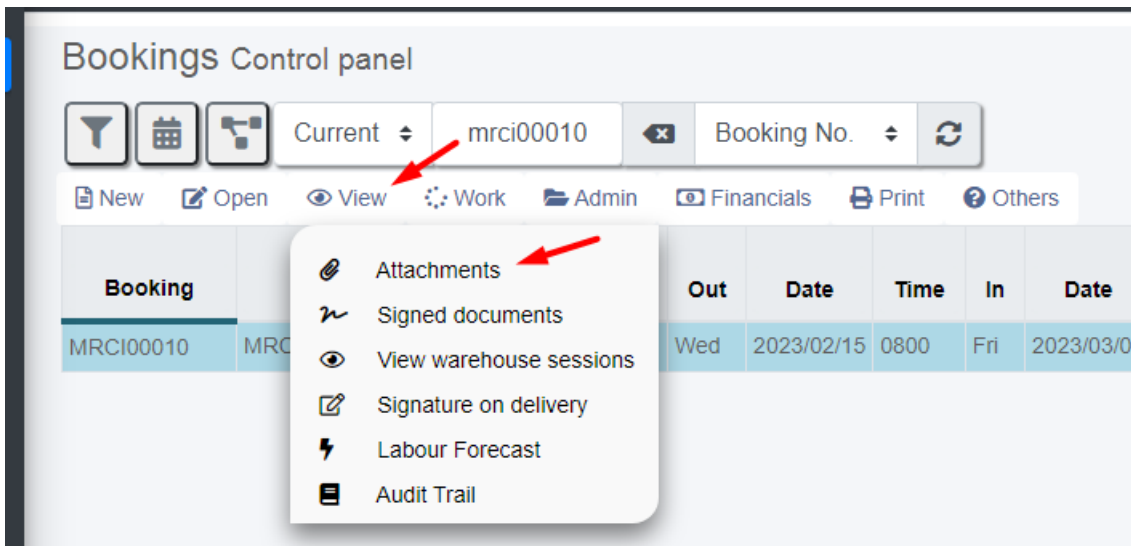
Contact:
Phone:

QTY	DESCRIPTION	UNIT RATE	DISC %	EXTENDED
1	Blue Chairs	37.40		112.20
1	Chair cover - Green	60.50		181.50
1	Fixed width barcode test	0.00		N/C
1	Full override (increase and decrease)	10.00		30.00
10	chairs purple	25.00		750.00
12	chairs purple	25.00		900.00
3	Cat5 Cable	0.00		N/C
5	Cat5 Cable	0.00		N/C
1	Cat5 Cable	0.00		N/C

Rental	AUD 1,973.70
Rental Discount	AUD 53.54
Delivery / Pickup	AUD 3.00
Total Due:	AUD 1,923.16

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.
