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

 Admin Financials Print 	+	 Invoice Pick List
Others	•	Delivery Sheet
C Refresh		Custom [Quote, Proposal, Confirmation]

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



Send to printer

Save Quote 🖬

Choose template

Zoom for enlarged view

Save to PDF and option to Send for e-signature

Select a different template

		ate Close				
1	Eav	Fr	QUOTE Printed i, 24-Feb-2023 12:25 PM By	Job: Status: PO #: Ref: Showname: Terms:	MRCI000 Confirme Winter Tr Winter Tr *Cash on	Page 1 of 1 10 d ade Show 2023 ade Show 2023 delivery
	PREPARED FOR		DATES		JOB SITE	
MRC In 3566 S ON NO	ndustries peigal Court B 1W3	Out: Return:	Wed, 15-Feb-23 8:00 AM Fri, 03-Mar-23 6:00 PM	Venue: Room: Address:		
Contac Phone: Email:	t: :			Contact: Phone:		
Contac Phone: Email: QTY	t: : DESCRIPTION		DAYS U	Contact: Phone: NIT RATE	DISC %	EXTENDED
Contac Phone: Email: QTY 1	t: DESCRIPTION Monitor 25"		DAYS U	Contact: Phone: NIT RATE [150.00	DISC %	EXTENDED 1,000.00
Contac Phone: Email: QTY 1 2	t: DESCRIPTION Monitor 25" Cables		DAYS U	Contact: Phone: NIT RATE I 150.00	DISC %	EXTENDED 1,000.00 N/C
Contac Phone: Email: QTY 1 2 1	t: DESCRIPTION Monitor 25" Cables chairs purple		DAYS U	Contact: Phone: NIT RATE I 150.00 25.00	DISC %	EXTENDED 1,000.00 N/C 250.00
Contac Phone: Email: QTY 1 2 1 1	t: DESCRIPTION Monitor 25" Cables chairs purple Blue Chairs		DAYS U	Contact: Phone: NIT RATE [150.00 25.00 25.00	DISC %	EXTENDED 1,000.00 N/C 250.00 374.00
Contac Phone: Email: QTY 1 2 1 1 1	t: DESCRIPTION Monitor 25" Cables chairs purple Blue Chairs chairs purple		DAYS U	Contact: Phone: NIT RATE [150.00 25.00 25.00 25.00	DISC %	EXTENDED 1,000.00 N/C 250.00 374.00 250.00
Contac Phone: Email: QTY 1 2 1 1 1 8	t: DESCRIPTION Monitor 25" Cables chairs purple Blue Chairs chairs purple Blue Chairs		DAYS U	Contact: Phone: I NIT RATE I 150.00 25.00 25.00 25.00 20.00	DISC %	EXTENDED 1,000.00 N/C 250.00 374.00 250.00 2,992.00
Contac Phone: Email: 1 2 1 1 1 8 1	t: DESCRIPTION Monitor 25" Cables chairs purple Blue Chairs chairs purple Blue Chairs Blue Chairs Blue Chairs		DAYS U	Contact: Phone: NIT RATE [150.00 25.00 25.00 25.00 20.00 20.00	DISC %	EXTENDED 1,000.00 N/C 250.00 374.00 250.00 2,992.00 374.00
Contac Phone: Email: 1 1 1 1 8 1	t: DESCRIPTION Monitor 25" Cables chairs purple Blue Chairs chairs purple Blue Chairs Blue Chairs Blue Chairs		DAYS U	Contact: Phone: I NIT RATE I 150.00 I 25.00 I 25.00 I 25.00 I 20.00 I 20.00 I	DISC %	EXTENDED 1,000.00 N/C 250.00 374.00 2,992.00 374.00 374.00

Print Invoice

Invoicing can be customized with via Invoicing Parameters.

Access the Booking Print Menu from the top menu bar

Bookings	Control panel							
	Current 🗢	mrci00010		Boo	king No). ÷	2	
🖹 New 🛛 🗹 Op	pen 💿 View ;	🔆 Work 🛛 🗁 Adm	in 💿	Finar	ncials	🖶 Pri	int Others	
Booking Organization		o	ut	Date	≡	Invoice	Booking type	
MRCI00010 MRC Industries		We	ed 2	2023/02	:= #	Delivery Sheet	Rental	
						≣	Custom [Quote. Proposal. Confirmation]	

or via right click option

ABC100051	11,715.00	abc compnay abc compnay			2021/11/29	1400	Sun	Open	1000			
ABC100047	1,683.00				2022/02/02	1400	Sun	2079/12/31	1000			
MYTEST00027	1,923.16	New .	2	Fri	2024/06/14	0901	Sun	2079/12/31	2110	E		
MYTEST00045	244.00			Thu	2024/12/05	300	Fri	2024/12/06	1100			
TEST0100016	0.00					4000	Ŧ	2024/42/47	4400			
TEST0100017	1,885.00	Work										
MYTEST00046	80.00		Image: Pick List 0 Image: Delivery Sheet 0									
MYTEST00050	90.00	Einancials										
MYTEST00048	220.00											
MYTEST00049	90.00	Othors										
MYTEST00051	100.00	Oulers , Pefresh	Packing List Packing List Showing all Equipment Sent Out									
		Noncon	0.0	ioning c		an Equ	-po	n oom out				

Select Template :	×
Collection Docket (I)- Default	Print External Desc
Invoice - Default	Print Notes
Invoice Alternate	Filter Client
Invoice Detailed	Filter Warehouse
Invoice Sectioned 1	Print Payment Link
Invoice Standard	Print Line Days
Rentalpoint Detailed Invoice	✓ Print Line Discount
	Print Unit Rate
	Print Extended Price
	Print Delivery/Setup Dates
	Print Crew Dates
	Print Comments
	Print Components
	Bold Packages
4	
	3 🕢 👧
4	

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

Ren	tal <i>Point3</i> DB [12.	0.23.27] Rev	[6862]			
C						
	EAV		Printed Fri, 28-Mar-2025 6:06 PM By RentalPoint Support	Job: Status: PO #: Ref: Invoice #:	MYTESTOC Confirmed The Super <preview< th=""><th>Page 1 of 0027 d Small Show only></th></preview<>	Page 1 of 0027 d Small Show only>
PREPAR	ED FOR	DATES		Terms:	7/14 day a	account
MyTest Contact: Phone:	Mandy Fox	Deliver: Set-Up By Show Star Show End Pickup:	: t: :	Venue: Room: Address: Contact: Phone:	Avonmore Ballroom 77889 Wil Mississau	e Hotel llow Street ga ON KOK 4T3
Email:	mandy@rentp.com			i none.		
QTY	DESCRIPTION			UNIT RATE	DISC %	EXTENDED
1 1 1	Blue Chairs Chair cover - Green Fixed width barcode tes	t		37.40 60.50 0.00		112.20 181.50 N/C
1 10	Full override (increase a chairs purple	ind decrease)		10.00 25.00		30.00 750.00
12 3	chairs purple Cat5 Cable			25.00 0.00		900.00 N/C
5 1	Cat5 Cable Cat5 Cable			0.00 0.00		N/C N/C
				Rental	Rental	AUD 1,973.70
				Delivery	/ Pickup	AUD 3.00

View Attached Documents

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

Bookings Cont	rol panel						
	Current + mrci00010		Во	oking No.	÷ 0		
🖹 New 🛛 📝 Open	👁 View 🔛 Work 🖿 A	dmin	🖸 Fina	ancials 🛛 🔒	Print	Oth 🕄	ners
Booking	Attachments Signed documents		Out	Date	Time	In	Date
MRCI00010 MRC	 View warehouse sess 	sions	Wed	2023/02/15	0800	Fri	2023/03/0
	 Signature on delivery Labour Forecast Audit Trail 						

Fast Report Templates

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