

# HOW TO CREATE A QUOTE ONLINE

Did you know that you can create a quote online? It's simple and can save you a lot of time! All you need to do is follow the six steps below and a sales representative will quote the items you need.

1. Visit [edu-parts.com](https://edu-parts.com) and log in to your account.
2. Find all of the parts you need and add them to your cart with the quantities required.
3. Once you're ready for a quote, click on the cart button in the top right corner of the screen. Then click "View and Edit Cart".
4. Click "Request A Quote" on the right.
5. Fill in the "Remarks" text box with any notes you'd like the representative to know.
6. Click the "Submit Quote" button, and you're done!

Once you've submitted your quote, our team will assess your needs and get in touch with you as soon as possible. Once approved by a sales representative, you'll receive an email with the quote information. Simply convert it into an order. You can pay by credit card or, if you already have credit terms with us, you can pay with a purchase order by entering your PO number.

