



## 11- CAN I MAKE PRO FORMA INVOICES FOR MY CLIENTS?

All the product selections made but which you do not wish to confirm (make an order) at the time can be saved as pro formas for retrieval at another time, or they can be sent by mail to another possible client. For any type of action, you must indicate an addressee for the pro forma.

The screenshot displays two windows of a Microsoft Internet Explorer browser. The left window shows a list of products in the 'Orders' section. The right window shows a form for sending a pro forma invoice by mail, with fields for client information and a 'Send by mail' button.

**Once you have completed the details, you may print out the pro forma, send it by e-mail or simple save it for later.**