



## 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 shows two overlapping browser windows from Microsoft Internet Explorer. The main window displays the 'MARN :: Order' page with a table of items and a total. The table has columns for Options, Product, Model, Reference, Dimensions, Finish, Fabrics, Quantity, Price / ud., and Total. It lists two items: a Coffee Table and Boiserie, with a total of 5,295.33 €. A second window shows a contact form with fields for Name, Address, E-mail, Telephone/Fax, Job title, City, and Country, along with a 'Send' button.

Options	Product	Model	Reference	Dimensions	Finish	Fabrics	Quantity	Price / ud.	Total
Delete	Coffee Table	Arco	130CT017	114 x 63 x 45	Default	Default	1 (Update)	229.08 €	229.08 €
Delete	Boiserie	314	155BS001	-- -- --	Frontes	Default	1 (Update)	5,066.25 €	5,066.25 €
Total >>								5,295.33 €	

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