



QUOTE FUNCTIONALITY

Midas Tire Center provides you with tools to create quotes for your customers online. This feature allows you to quickly and easily create, store, update, email and manage quotes.

SEARCH FOR AN ITEM

In order to add an item to quote, you will need to search for it first. You can use the advanced search, or you can simply use the quick search feature on the right of the page. Once you see your search results, enter the quantity in the corresponding box to the item you would like to prepare a quote for.

* If applicable, FET is included in price. Show Retail Price

= Limited Quantity Discount Offer! **Add To Cart** **Add To Quote**

Your WH Qty	Retail Center Qty	Product No. Vendor No.	Vendor Warranty	Description Size	Service UTQG	SW PLY	DC SAP
<input type="checkbox"/>	98	0 SM00321705 5514010	SMC	Sumic GT-A 2157015	98S 400AB	BW	B0060.0124 TBC5514010
<input type="checkbox"/>	50	0 HK08521705T	HAN	HANKOOK OPTIMO H724	97T	WSW	B0062.5324

Instead of clicking **“Add to Cart”** click the button to its right, **“Add to Quote”**, directly above the search results. At this point, you can either add this item to a new quote or add it to an existing quote. By default the quote will use the suggested retail price for the tire you have selected. You may edit the price displayed if needed.

Add to Quote

Selected Item/s:

Tire Name/Size	Part #	Speed/Load Rating	UTQG	Qty Available	Retail Price	Qty Requested	Item Total
Sumic GT-A 2157015	5514010	S	400AB	98	\$79.99	2	\$159.98 X
Arctic Claw TXI 2157015	ACT14	S		90	\$86.99	10	\$869.90 X

Add Item to a new quote: **Create New Quote**

-OR-

Add item to an existing quote:

Search Quotes:

Date Range: -OR- From: To:

Quote# (First or Last Name) **Search Quotes**

ADDING AN ITEM TO A NEW QUOTE

Click the **“Create New Quote”** button; you will land on the New Quote page. Enter in the customer’s information: First Name, Last Name, and Phone Number. You will be able to search for this information in the future.

You can update all of the text fields. You can edit price, quantity, you can even add or remove items at this point. To remove an item, click the **“x”** to the right of its price. To add an item, type the product information into the text box with the current value **“enter additional item here...”**, add its price, and quantity, then click **“Add”** – the button immediately to right.

Item Description	Item Price	Qty	Item Total	Taxable	
Sumic GT-A 5514010 - 2157015	79.99	2	159.98	<input checked="" type="checkbox"/>	X
Arctic Claw TXI ACT14 - 2157015	86.99	10	869.90	<input checked="" type="checkbox"/>	X
Enter additional item here				<input checked="" type="checkbox"/>	Add

ADDING AN ITEM TO AN EXISTING QUOTE

To add an item to an existing quote, search for the quote you would like to modify on the Add to Quote page. You can search for quotes in a specific date range, by the quote number, or by customer name.

Add item to an existing quote:

Search Quotes:

Date Range: 3 Months -OR- From: To:

Quote# (First or Last Name) **Search Quotes**

Select an existing quote from below:

	Quote #	Name	Date	
Select	25	Customer Last Name, Customer First Name	7/30/2012	X

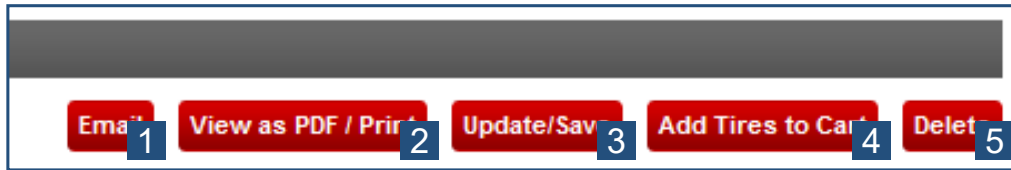
For our example, we will add an item to a quote made in the last week for the customer Jimmy Jones. Once you have found the quote that you would like to add the new item to, click the **“Select”** Button

You may update all of the text fields. You are able to edit price, quantity, you can even add or remove items at this point. To remove an item, click the **“x”** to the right of its price. To add an item, type the product information into the text box with the current value **“enter additional item here...”**, add its price, and quantity, then click **“Add”** – the button immediately to right.

Item Description	Item Price	Qty	Item Total	Taxable	
Sumic GT-A 5514010 - 2157015	79.99	4	159.98	<input checked="" type="checkbox"/>	X
ELDORADO Legend Tour 0014065 - 2157015	93.99	4	375.96	<input type="checkbox"/>	X
Mount and Balance	10.95	4		<input checked="" type="checkbox"/>	Add

MANAGING YOUR QUOTE

Underneath the quote total there are several powerful actions available. You can email your quote, you can print the quote from a PDF, you can update/save the quote for a limited time, you can add the quote to your cart to order, or you can delete the quote entirely.



- 1 In order to email this quote to a customer or other recipient, click the **“Email Quote”** button underneath the total price. You will be prompted for the recipient’s email address. Once entered, click **“send”**. **In some cases the customer’s email filters might place this email in their junk folder so remember to mention that so that they know to check there as well. The emails are sent from the email address listed under “Preferences” > “Change Quote Settings”.**
- 2 To print this quote, or view it as a PDF, click the **“View as PDF/Print Quote”**. It will open in Adobe Acrobat Reader. At this point, you can print the quote.
- 3 Once you have made an edit to an item in the cart, you will need to click the **“Update/Save Button”** in order for it to update. Once you have clicked this button, the updated quote is stored, and can be retrieved at a later time through a search.
- 4 You can add the tires in your quote to your store’s cart to order them from Midas Tire Center. Click the **“Add to Cart”** button, and proceed into Checkout as you normally would.
- 5 Finally, you will be able to delete a quote from this page, just like you would be able to from the Quote search results page.

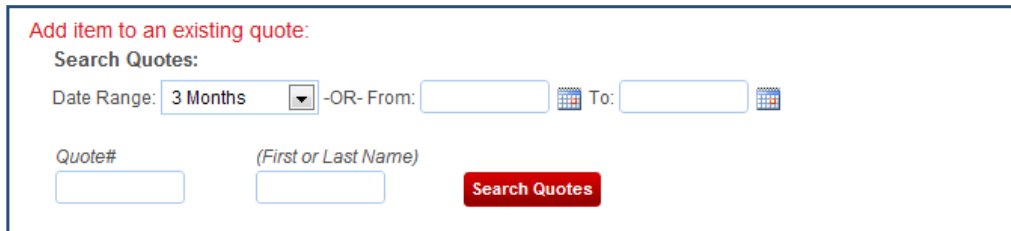
The expiration date for your quote is customizable per quote. In order to change the expiration date from the default, enter the number of days the quote is valid for in the textbox immediately above the “email” button. You can then use the drop down box to change between days, weeks, or months.

A screenshot of a user interface showing two sections. The top section is titled "Expiration information:" and contains the text "This quote is valid for" followed by a text input field containing the number "12" and a dropdown menu currently set to "Days". Below this is a horizontal line. The bottom section is titled "Profit Information" and contains three red buttons: "Email", "View as PDF / Print", and "Update/".

SEARCHING FOR A QUOTE

To search your existing quotes, click on the “Quote” navigation button. At this point, you will be prompted to enter the criteria for your search. For this example, we’ll search for our customer, Jimmy Jones. You can search for a quote based on a specific date range, quote #, or customer name. When searching for a quote by customer name, you must search by either first or last name, but not both.

Enter in the criteria, then click “Search Quotes”. You should now see a list of all relevant quotes. If the quote you are looking for does not appear in here, you can try the other options for searching – date range or quote #. It is possible, however, that a user may have forgotten to Update/Save the Quote while they were working on it.



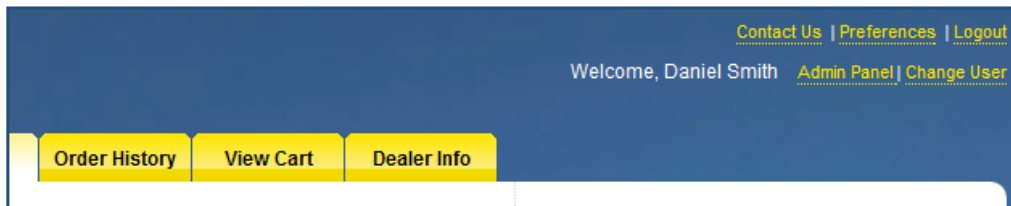
Add item to an existing quote:
Search Quotes:
Date Range: 3 Months -OR- From: To:
Quote# (First or Last Name) **Search Quotes**

You can view this quote by clicking the “Select” button. Once selected, you will be taken to the quote’s page, where you can manage, update, edit, etc. If you no longer need this quote, you can delete it by clicking on the red “x” button to the right of the Date.

ADJUSTING YOUR PREFERENCES

In the header of the Midas Tire Center ordering system, you will find a control panel that allows you to access the preferences of your user experience. The “Preferences” link will allow you to adjust the image used on quotes, default service charges, tax information, etc.

If, after clicking on the “Preferences” link you do not see “Company Preferences” at the bottom of this page, you may not have access to change these settings. Please contact our Customer Service Department at 800-493-4142 for assistance.

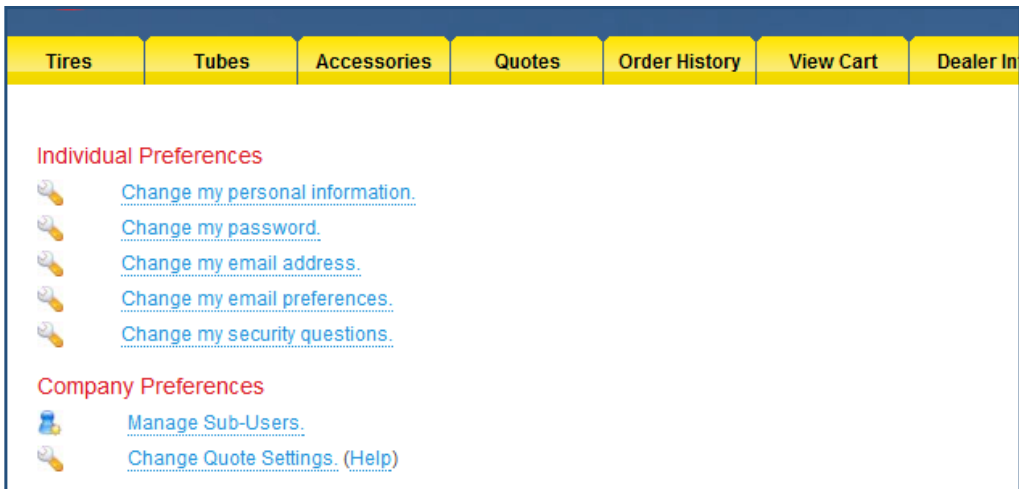


Once you’ve clicked the “Preferences” link, select the “Change Quote Settings” link (under Company Preferences). Here you will be able to edit the default options for one store at a time or make a change across the board to all of your locations. Using the preferences tab, you will be able to change your company logo, tax rate, assumed add-on services for new tires, as well as your default quote settings.

When making adjustments to the “Preferences” section of Midas Tire Center, it’s important to note that if you don’t click save after all of your adjustments have been completed, they will not be stored on the system. It is also important to remember that as these are your default options, they will appear on every quote you create from that point forward.

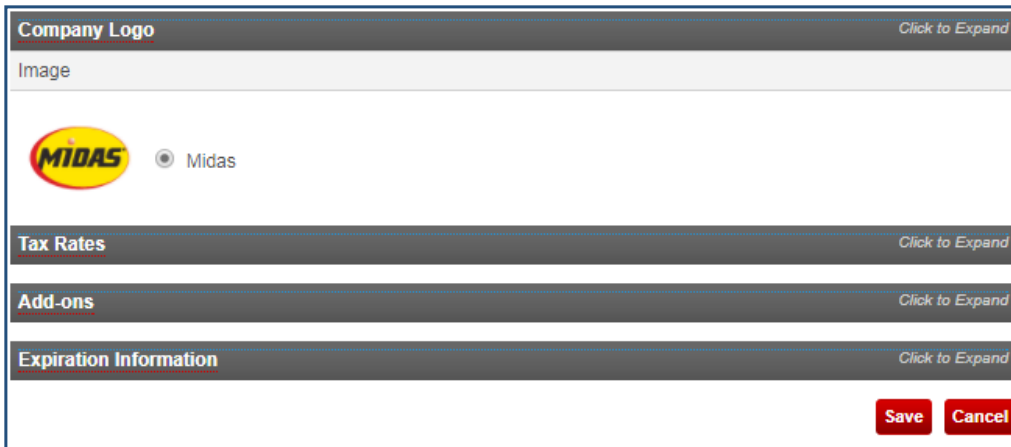
By default the quote tool will use the “suggested retail price” for any tire selected. In order to adjust “suggested retail prices” for tires click on the Preferences tab.

Once on the Preferences page select the “**Change Quote Settings**” link and edit the pricing. You may also edit the retail price displayed in the quote itself if any adjustments are needed.



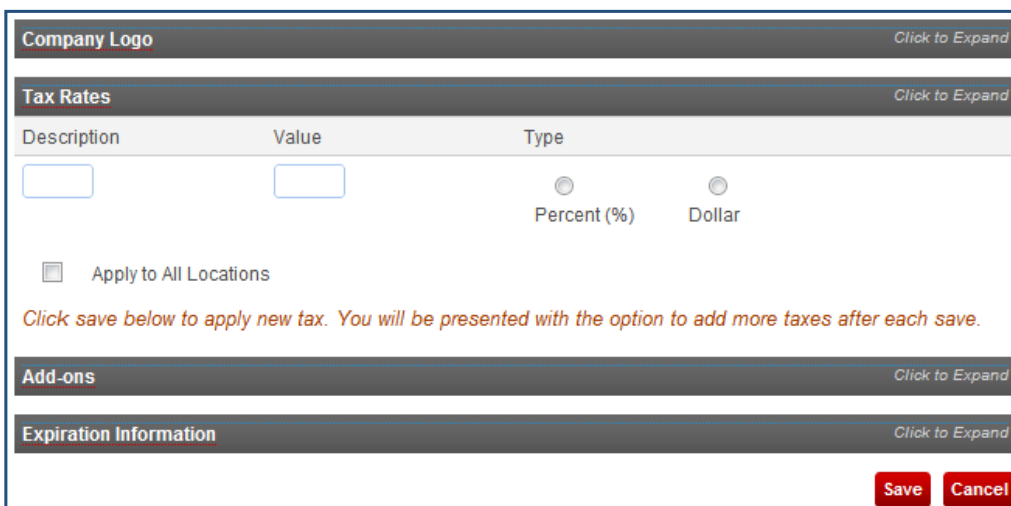
YOUR BUSINESS' LOGO

The Midas logo is automatically selected as your company logo. It will appear on the print-ready PDF Quote. When you click the “**View as PDF / Print Quote**” button, a PDF will be created including all of the information from the quote with the logo.



ADJUSTING YOUR TAX RATE

To adjust the default tax rate, you will do the same as the logo pane. Open the pane up, and edit the open text boxes. You can choose to use percentage or flat dollar tax rate. In addition, you can add additional specific taxes as a default here. If you need to, you can delete a tax rate you have added by clicking the red “x” directly to the right of the dollar radio button. Whether or not to apply the same quote information across all of your locations.



ADJUSTING ADD-ON CHARGES FOR SERVICE QUOTES

When compiling quotes, you can automatically have the quote system tack on necessary service charges such as wheel balancing, wheel alignment, etc. To do so, expand the **“Add-ons”** pane, and change the open textboxes, or create a new item by filling in the empty textbox on the bottom. Like all the other panes, you can remove an item by clicking the red **“x”** and you can **“Apply Add-Ons to all Locations”**.

The screenshot shows a software interface with several expandable panes. The panes are: Company Logo, Tax Rates, Add-ons, and Expiration Information. Each pane has a 'Click to Expand' link on the right. The 'Add-ons' pane is currently expanded and contains a table with the following columns: Description, Item Price, Qty, and Taxable. Below the table is a checkbox labeled 'Apply Add-Ons to All Locations'. A red text message reads: 'Click save below to apply new add-on. You will be presented with the option to add more add-ons after each save.' At the bottom right of the interface are 'Save' and 'Cancel' buttons.

Description	Item Price	Qty	Taxable
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Apply Add-Ons to All Locations

Click save below to apply new add-on. You will be presented with the option to add more add-ons after each save.

ADJUSTING QUOTE EXPIRATION INFORMATION

As detailed earlier when creating quotes, you have the ability to adjust the quote's period of validity. Under the Expiration Information pane, you will be able to adjust the default options to

1. Display the quote information on print-outs as the default
2. The default length a quote is valid for
3. Whether or not to apply the same quote information across all of your locations.

The screenshot shows the 'Expiration Information' pane expanded. It contains a checkbox labeled 'Display quote expiration information on print-out.' Below this is the text 'This quote is valid for' followed by a text input field, the word 'Days', and a dropdown menu. At the bottom is another checkbox labeled 'Apply Expiration Information to All Locations'. 'Save' and 'Cancel' buttons are at the bottom right.

Display quote expiration information on print-out.

This quote is valid for Days

Apply Expiration Information to All Locations

PRINTABLE QUOTE LAYOUT

Your printable quote will include a multitude of important information: everything the customer – and you – will need to resume the sale at the next visit.

Your logo will appear in the top left corner, along with your business's location and address. In addition, the quote will include its quote number, customer first and last name, customer phone number, as well as the date it was created to help you identify this specific quote later.

You and your customer will be able to see all of the items and their pricing involved in generating the quote including the item and any additional services. The more prominent items will have a collection of data necessary, such as vendor, product number, UTQG information, etc. In addition, the total for taxes and any other additional surcharges will be automatically added after the subtotal is calculated.

If you checked the **“Display quote expiration information on print-out”** box before you clicked the **“View as PDF/Print Quote”** button, your quote will have that information at the bottom of the document. In our example, the quote is only valid for 12 days.

The system will automatically delete quotes that are older than three months old. In order to keep quotes longer than three months, we recommend that you store them as electronic PDF files by using the **“Print/View as PDF”** button.

VIRT-MIDAS 1111 DALY CITY
7198 Mission Street
DALY CITY, CA 94014

Quote No. : 22

Customer Name : Phone :

Date : 7/22/2012

Eldorado Sport Fury LT AS

Size: 2857516

Vendor	*LARAMIE
Product Number	0021640
Description	Eldorado Sport Fury LT AS
Warranty Miles	
UTQG	
Sidewall	
Ply	
Load Index	
Load Index (Dual)	
Speed Rating	
Unit Weight	470000000

Item Description	Item Price	Quantity	Price
Eldorado Sport Fury LT AS	\$197.99	2	\$395.98
			Subtotal: \$395.98
			Total Tax: \$0.00
			Total: \$395.98