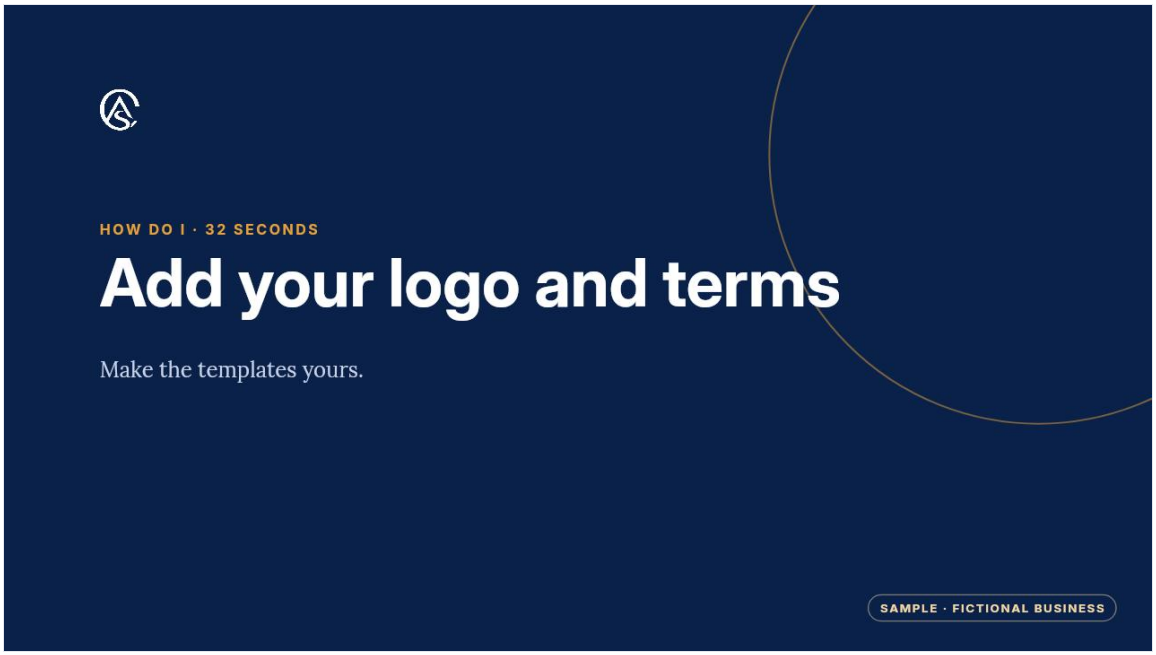
QUOTE & FOLLOW-UP ASSISTANT · HOW DO I

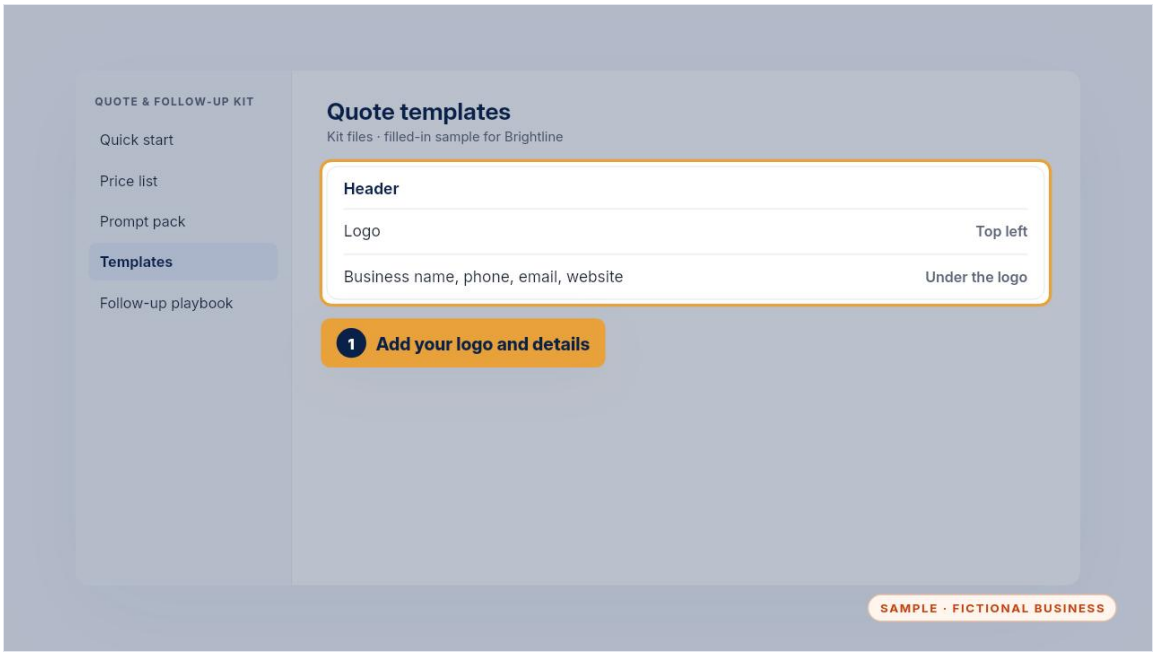
How do I add my logo and terms to the templates?

Make the quote templates yours.

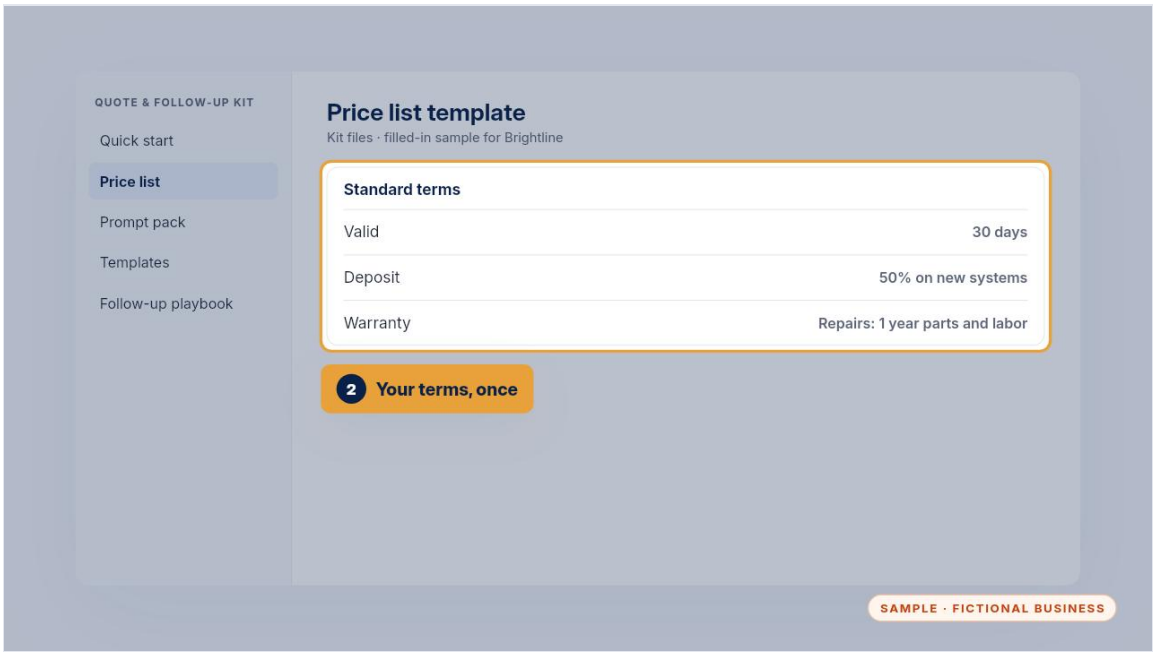
Watch the narrated video: https://openarmsolutions.com/guides/quote-follow-up/add-your-logo-and-terms



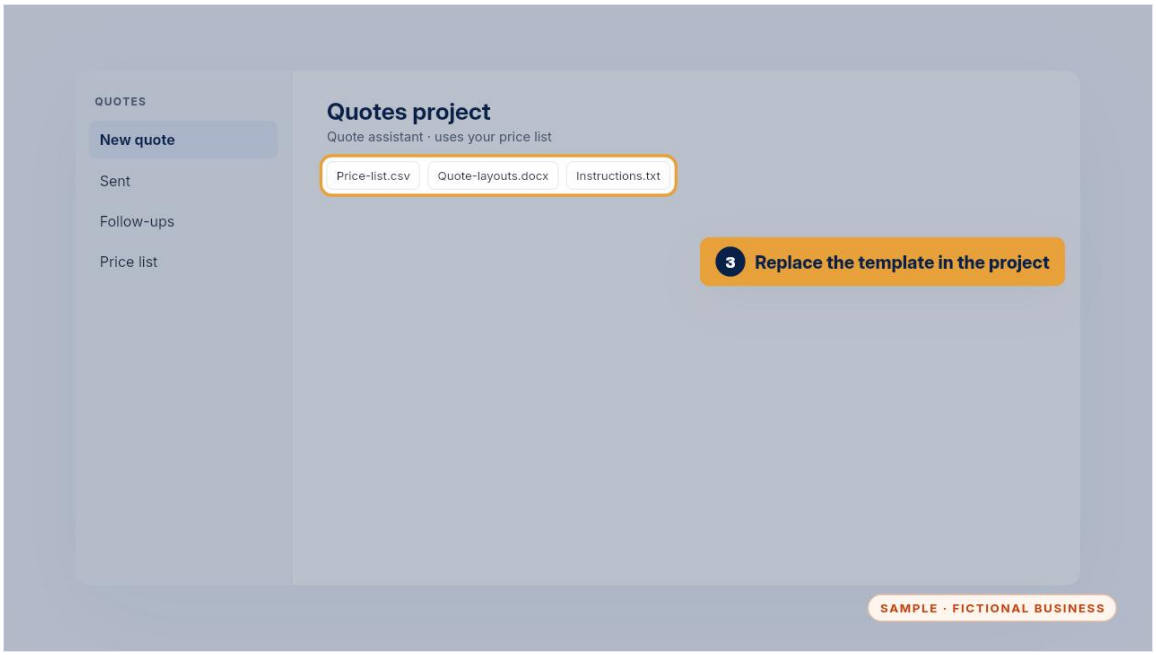
1. The quote templates open in Word or Google Docs, so you can make them yours before the first quote goes out.



2 Add your logo at the top, with your business name, phone, email and website.



3 Then write your standard terms once: how long a quote is valid, the deposit, payment and warranty. Brightline's quotes are valid for thirty days, with a fifty percent deposit on new systems.



4 Replace the old template in your Quotes project, so new drafts use your logo and terms.