How to create sales order and invoice from estimate:
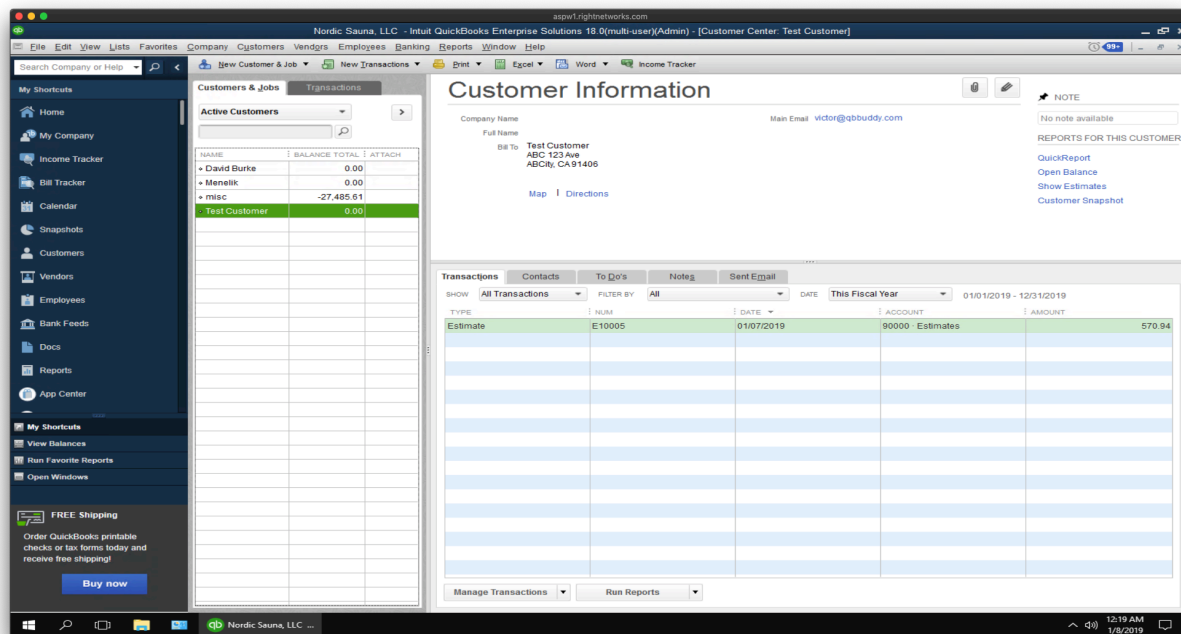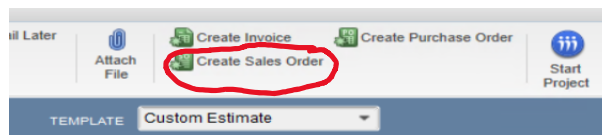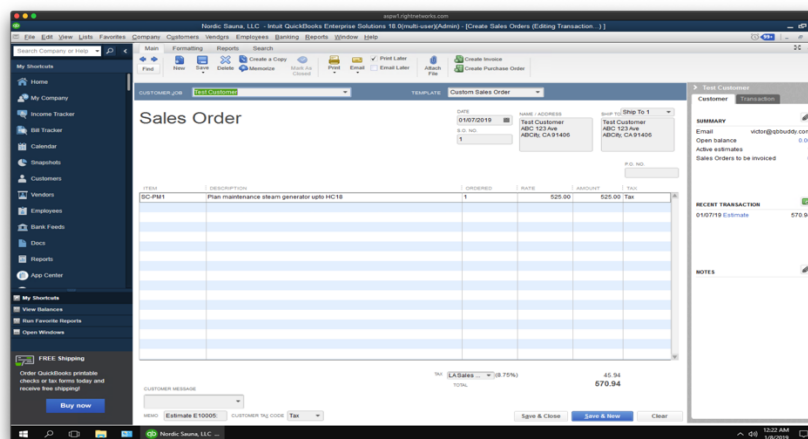

1) Log in to QuickBooks.
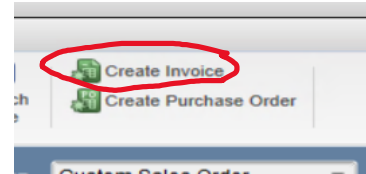2) Top Menu **Customer Center**
3) Locate Customer

4) Click double click desired Estimate to activate
5) Tip Right Select Create Sales Order
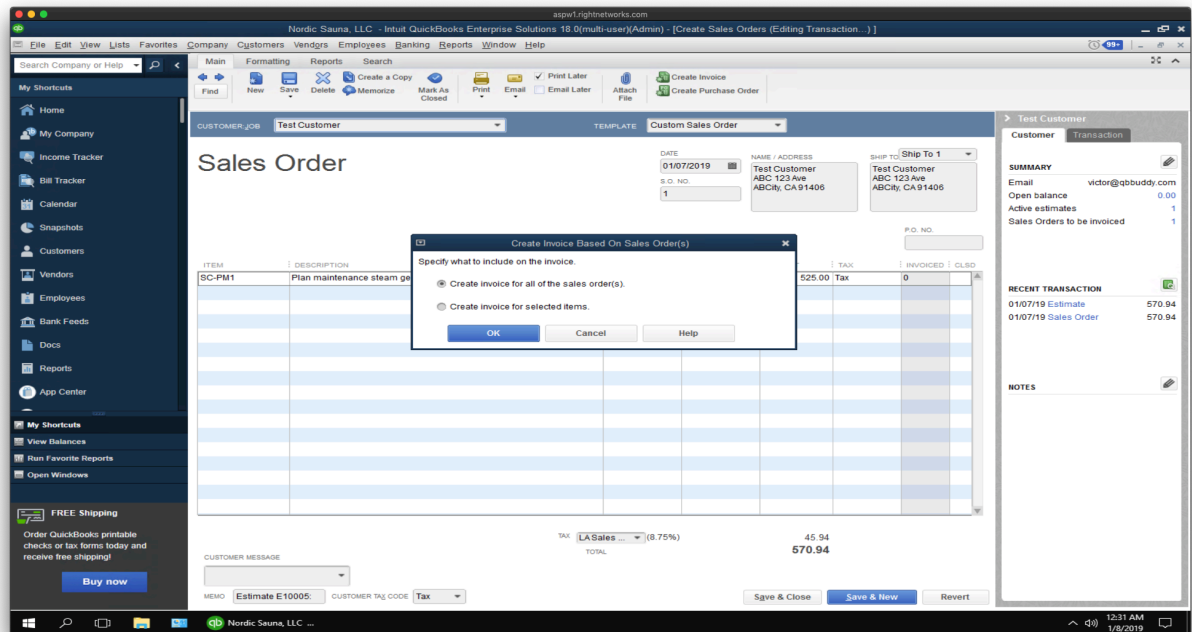

6) Confirm Details

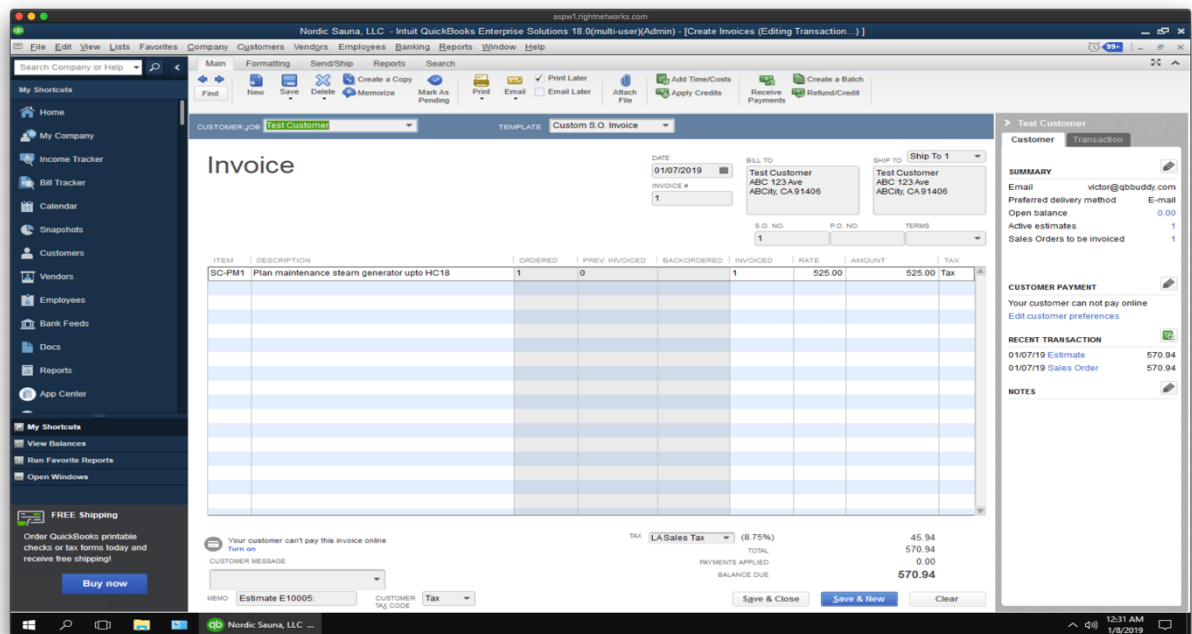7) To convert Sales order to an invoice, click "**Create Invoice**"

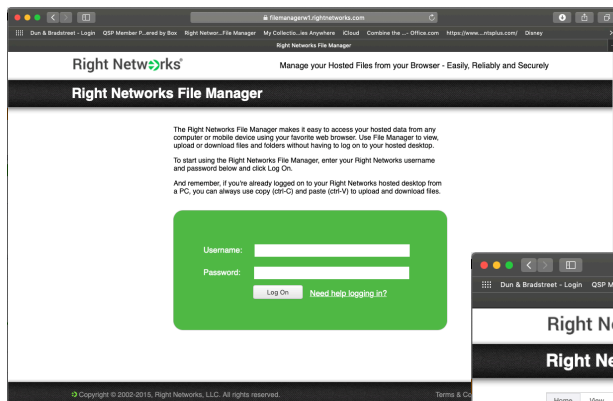8) Select all items on the sales order to invoice or specific items
9) Invoice

10) Invoice is ready to send to customer

You can email total or export to PDF, safe file in your shared drive.

Drag and Drop file to your
local machine