

BlinQ User Guide



ApolloBlinds
Inspiring Ideas
Expertly Delivered Since 1972

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15. Quick Quotes
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Set Up

How to set up Tablet

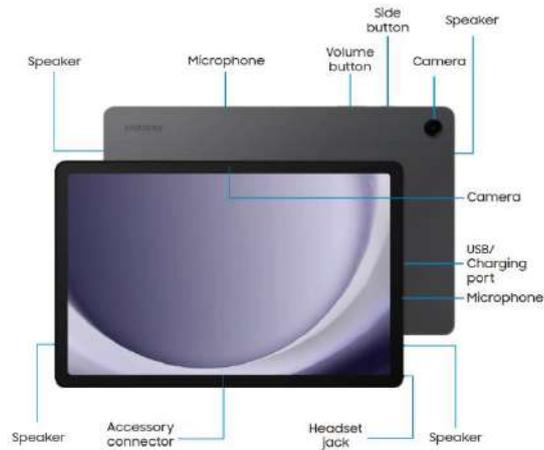
Turn on Device

Use the Side button to turn on the device.

Press and hold the Side button to turn the device on.

To turn the device off, press and hold Side button and Volume down button at the same time, and tap Power off.

To restart your device, press and hold Side button and Volume down button at the same time, and tap Restart.



Lock or unlock your device

By default, the device locks automatically when the screen times out.

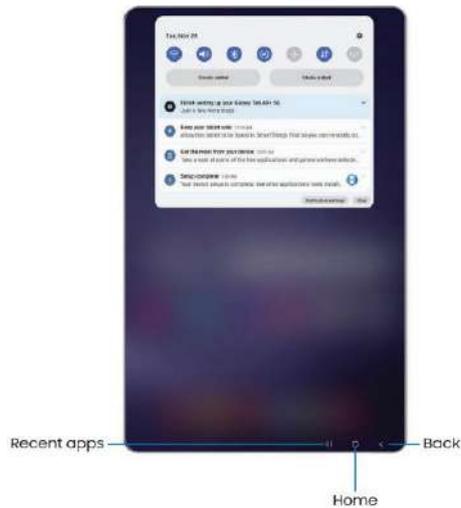
Side button Press to lock. Press to turn on the screen, and then swipe the screen to unlock it.



Navigation bar

To access the navigation panel, swipe down on the screen.

You can navigate your device by using either the navigation buttons or full screen gestures.

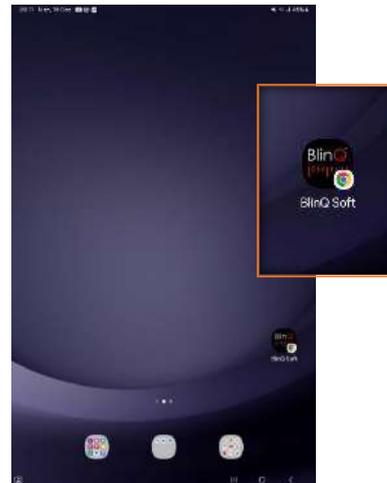


Access BlinQ

To access the BlinQ platform, a direct weblink has been set up as a web app on your tablet.

The web app can be found on the **Home Page** of the tablet when logged in.

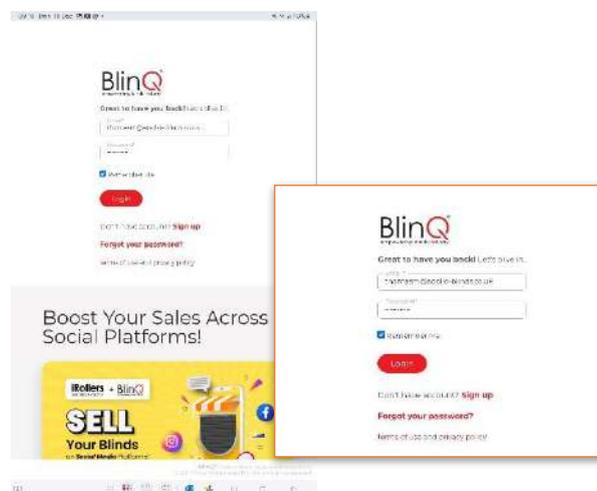
Simply press the web app icon to access the BlinQ platform.



Logging onto BlinQ

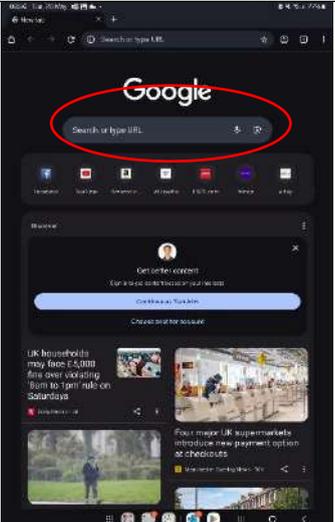
After clicking the web app link, the login page will appear.

Enter the login details provided, or click **'Log In'** if your details are already saved.



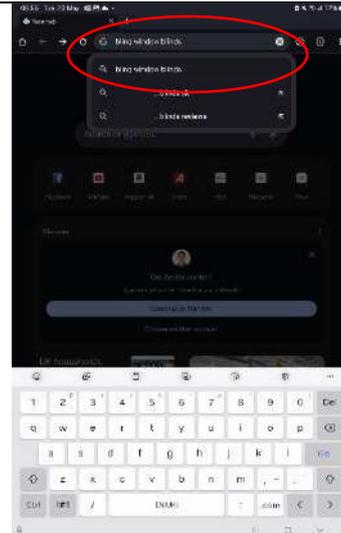
Installing BlinQ

BlinQ is a software that can be installed as an app. These steps will show you how to download the BlinQ app.

Instructions	Screen Shot
<p>Navigate to the app drawer and open any browser (e.g. Chrome, Windows Edge) by swiping up on your home screen</p> <p>The location of the Chrome app may differ depending on how your app drawer has been configured.</p> <p>If you cannot locate the app, use the search bar located at the top of the page.</p>	 A screenshot of an Android phone's app drawer. The screen shows a grid of various application icons. The Chrome icon, which is a red circle with a white 'G', is circled in red. Other visible icons include Messages, Phone, Browser, Photos, Maps, and various social media and utility apps.
<p>Open any browser by tapping on the icon.</p>	 A screenshot of an Android phone's app drawer with a search overlay. The search bar at the top contains the word 'Google'. Below the search bar, a grid of search results is displayed, with the Chrome icon circled in red. The background app drawer icons are dimmed.
<p>Type the words 'BlinQ Window Blinds' into the search bar.</p> <p>Either the Google search bar or browser search bar at the top of the screen can be used for this step.</p> <p>Press 'enter' on your keyboard to search and obtain results.</p>	 A screenshot of a mobile browser search page. The Google logo is at the top, and below it is a search bar with the text 'Search or type URL'. The search bar is circled in red. Below the search bar, there are several search results, including a news article about UK businesses and another about supermarket payment options.

Either the Google search bar or browser search bar at the top of the screen can be used for this step.

Press enter on your keyboard to search and obtain results.



Once you have searched you will be navigated to a generic google search page.

Scroll down until you find the website titled

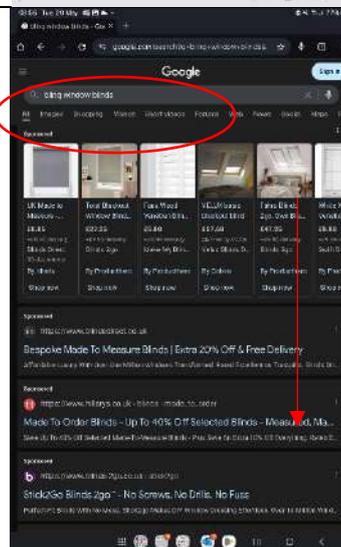
'BlinQ Software'

And enter the website.

Website URL:

[BlinQ® - Empowering window furnishing & flooring industry.](https://www.blinq.com.au/)

<https://www.blinq.com.au/>

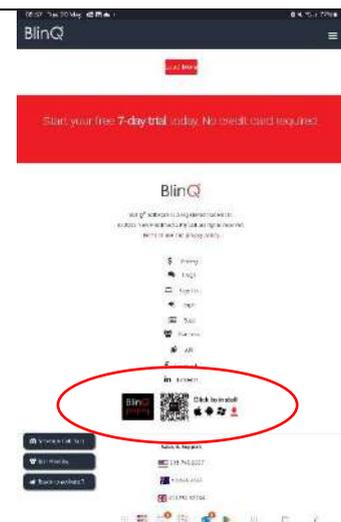


When you enter the website, scroll to the bottom of the page and there will be a section that prompts you to download the BlinQ app.

Press the link to be redirected to the BlinQ Login page.

BlinQ URL:

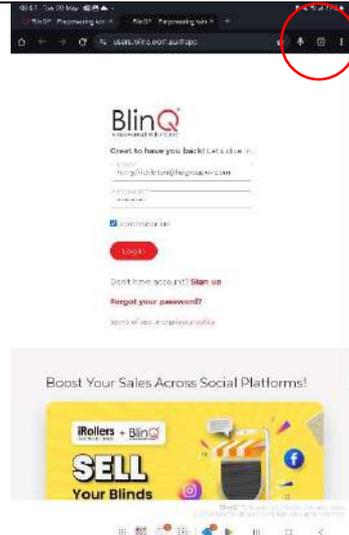
<https://users.blinq.com.au/#app>



You will be redirected to this page.

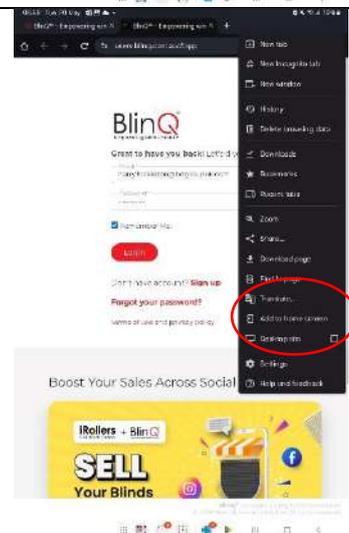
Once here click the three dots on the top right of the page to open the browser options menu.

This may look different depending on which browser you have used to search for this function.

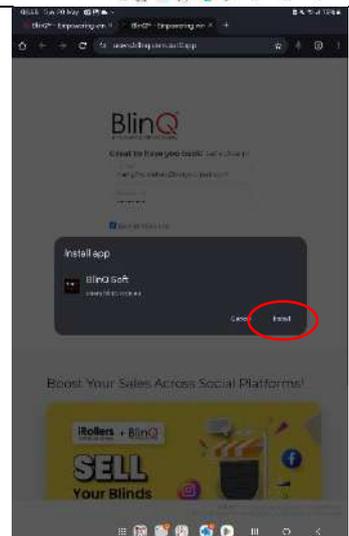


At the bottom of the options menu, you will find an option to 'Add to Home Screen'.

Press this to begin downloading the Blinq app onto your front screen.

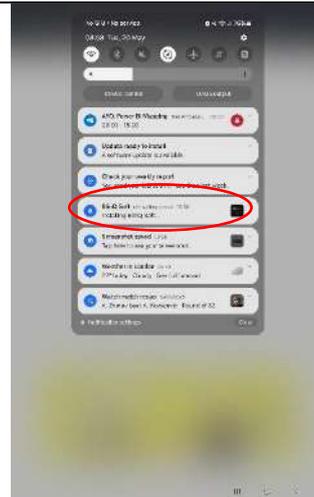


Press install to begin installing the app.



This notification should appear in your notification bar. This will indicate that the download has begun.

The installation should take no more than 1-2 minutes. If you the installation has not completed by then, close the browser and repeat the above steps



Once the installation is complete the notification should change to 'App Installed'

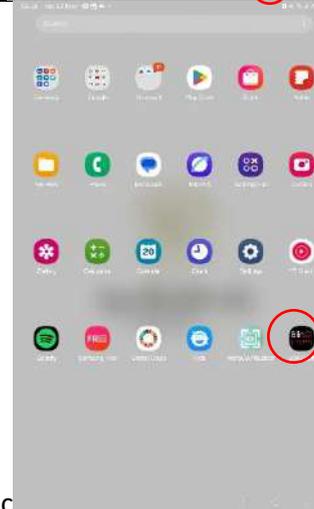
Press the button to enter the BlinQ login page or press the home button to complete the setup.



BlinQ should now be in your app drawer.

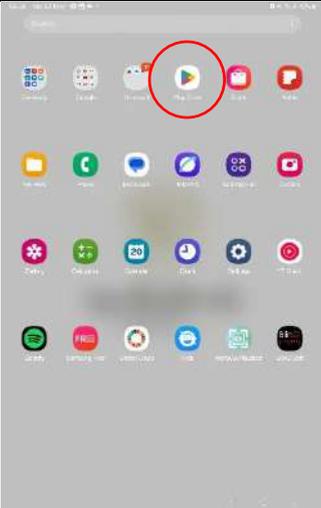
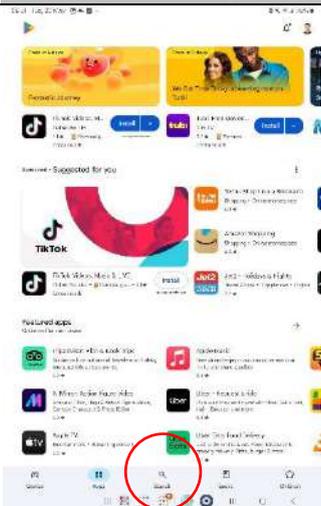
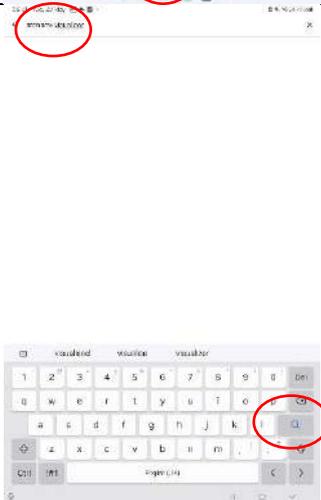
If you want to add BlinQ to your homepage, hold down the icon and drag the BlinQ app onto the home page.

Position it as you please.



Installing ArenaCW Visapp

The Arena CW VisApp is an app developed by HDUK that helps your customer visualise their product of choice in their window. It is a useful tool to close out sales, and works particularly well with the shutters category.

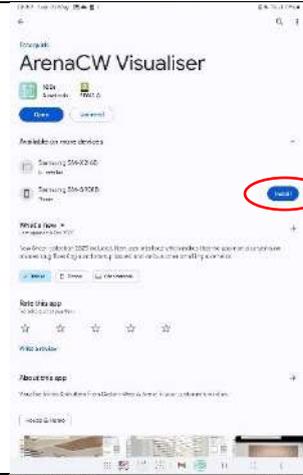
Instructions	Screen Shot
<p>Navigate to the app drawer and open the Play Store app.</p> <p>The Play Store typically comes pre-installed with your tablet. If you have accidentally deleted it, open Google Chrome and search 'Play Store Install' to re-install the app.</p>	
<p>Navigate to the search button at the bottom of the screen to search for the ArenaCW Visualiser App.</p>	
<p>Type 'ArenaCW Visualiser' into the search bar. And press enter.</p>	

The first search result should be the ArenaCW Visualiser app.



Press on the install button and download the app on the following page.

The app is very large as it stores images on your local device, so ensure you have good connectivity prior to installing this app.

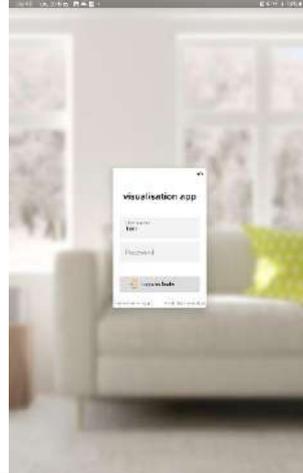


When you enter the VisApp you will be prompted to enter your account details.

Typically, this will be your Apollo email and associated password.

If you have not yet been setup with an Arena CW VisApp account contact:

Tian Ahn Leow
Tian.AhnLeow@hdgroupuk.com

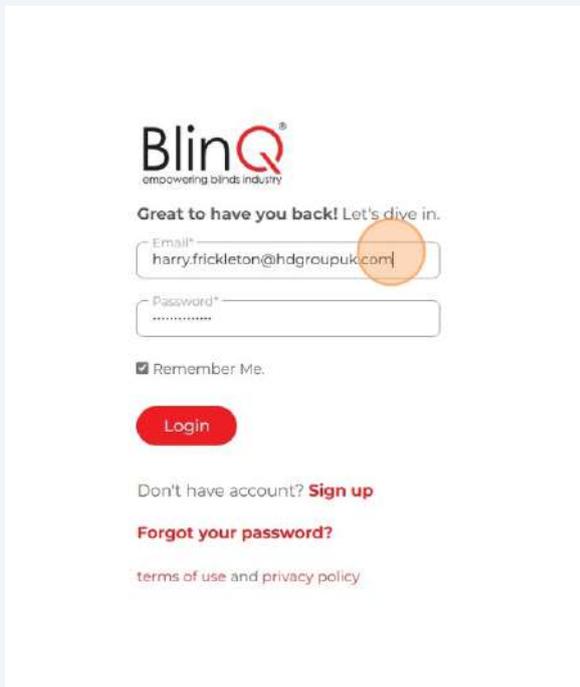


Logging-In and Customer Homepage

Logging in to your BlinQ account is simple and only involves a few steps. Let's get started!

1 Navigate to <https://www.blinq.com.au/>

2 Click this email field. Fill in your username (email address). This will most likely be your Apollo email address, or the one you have used to register with BlinQ.



Boost Your Sales Across Social Platforms!



Did you know you can now sell blinds, shutters, and curtains directly through your social media using our iWidget module? It's a game-changer!

Let us know if interested, we can help with the setup.

3

Click this password field. Enter your unique password. This would have been setup when you first created your account, unless you have changed it within BlinQ.



Great to have you back! Let's dive in.

Email*
harry.frickleton@hdgroupuk.com

Password*
.....

Remember Me.

Login

Don't have account? [Sign up](#)

[Forgot your password?](#)

[terms of use](#) and [privacy policy](#)

Boost Your Sales Across Social Platforms!



Did you know you can now sell blinds, shutters, and curtains directly through your social media using our iWidget module? It's a game-changer!

Let us know if interested, we can help with the setup.

4

Click this password field.



Great to have you back! Let's dive in.

Email*
harry.frickleton@hdgroupuk.com

Password*
.....

Remember Me.

Login

Don't have account? [Sign up](#)

[Forgot your password?](#)

[terms of use](#) and [privacy policy](#)

Boost Your Sales Across Social Platforms!

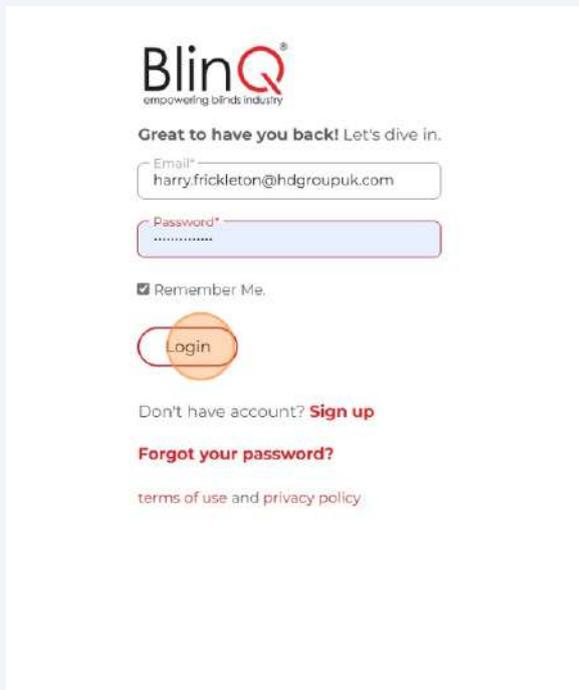


Did you know you can now sell blinds, shutters, and curtains directly through your social media using our iWidget module? It's a game-changer!

Let us know if interested, we can help with the setup.

5

Click "Login". Once you click this you will be brought to the Blinq Customer Page.



Boost Your Sales Across Social Platforms!

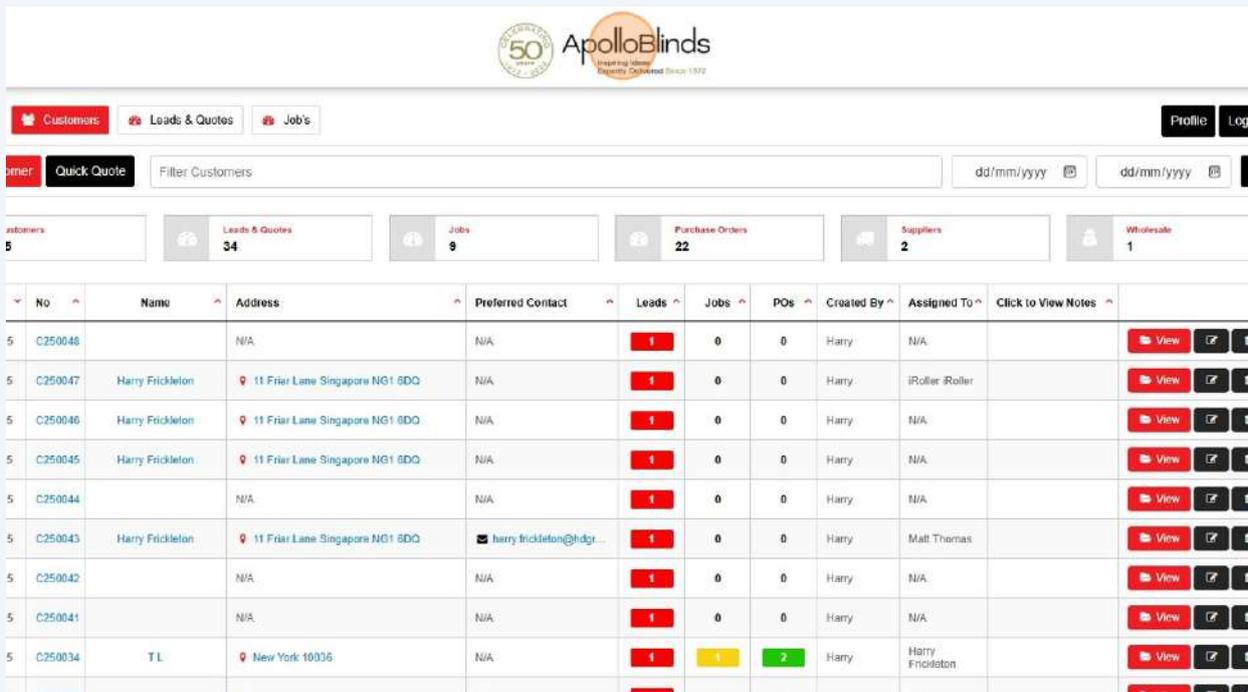


Did you know you can now sell blinds, shutters, and curtains directly through your social media using our iWidget module? It's a game-changer!

Let us know if interested, we can help with the setup.

6

You should see this page, which will give you a list of all your customers and the status of your job with them.



7

Click on either the customer number, Name, or View link, and you will be brought to a detailed customer page.

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Customers Leads & Quotes Job's

New Customer Quick Quote Filter Customers dd/mm/yyyy dd/mm/

Customers 37 Leads & Quotes 35 Jobs 9 Purchase Orders 22 Suppliers 2 Wholesale 1

Created	No	Name	Address	Preferred Contact	Leads	Jobs	POs	Created By	Assigned To	Click to View Notes
11 Feb 2025	C250050		N/A	N/A	0	0	0	Harry	N/A	
11 Feb 2025	C250049	Tina Ahn Leow	11 Singapore	N/A	1	0	0	Harry	Matt Thomas	
10 Feb 2025	C250048		N/A	N/A	1	0	0	Harry	N/A	
11 Feb 2025	C250047	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	N/A	1	0	0	Harry	iRoller iRoller	
11 Feb 2025	C250046	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	leofutanahn@gmail.c...	1	0	0	Harry	N/A	
11 Feb 2025	C250045	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	N/A	1	0	0	Harry	N/A	
10 Feb 2025	C250044		N/A	N/A	1	0	0	Harry	N/A	
10 Feb 2025	C250043	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	harry.frickleton@hdgr...	1	0	0	Harry	Matt Thomas	
07 Feb 2025	C250042		N/A	N/A	1	0	0	Harry	N/A	
06 Feb 2025	C250041		N/A	N/A	1	0	0	Harry	N/A	

8

By clicking on the customer address, you will be taken out of BlinQ and to your map application for ease of navigation

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Customers Leads & Quotes Job's

New Customer Quick Quote Filter Customers dd/mm/yyyy dd/mm/

Customers 37 Leads & Quotes 35 Jobs 9 Purchase Orders 22 Suppliers 2 Wholesale 1

Created	No	Name	Address	Preferred Contact	Leads	Jobs	POs	Created By	Assigned To	Click to View Notes
11 Feb 2025	C250050		N/A	N/A	0	0	0	Harry	N/A	
11 Feb 2025	C250049	Tina Ahn Leow	11 Singapore	N/A	1	0	0	Harry	Matt Thomas	
10 Feb 2025	C250048		N/A	N/A	1	0	0	Harry	N/A	
11 Feb 2025	C250047	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	N/A	1	0	0	Harry	iRoller iRoller	
11 Feb 2025	C250046	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	leofutanahn@gmail.c...	1	0	0	Harry	N/A	
11 Feb 2025	C250045	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	N/A	1	0	0	Harry	N/A	
10 Feb 2025	C250044		N/A	N/A	1	0	0	Harry	N/A	
10 Feb 2025	C250043	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	harry.frickleton@hdgr...	1	0	0	Harry	Matt Thomas	
07 Feb 2025	C250042		N/A	N/A	1	0	0	Harry	N/A	
06 Feb 2025	C250041		N/A	N/A	1	0	0	Harry	N/A	

9 Click the notepad icon to edit customer information in a pop-up.

Customers Leads & Quotes Job's Profile Logout

Quick Quote Filter Customers dd/mm/yyyy dd/mm/yyyy Go

Leads & Quotes 35 Jobs 9 Purchase Orders 22 Suppliers 2 Wholesale 1

Name	Address	Preferred Contact	Leads	Jobs	POs	Created By	Assigned To	Click to View Notes	
0050	N/A	N/A	0	0	0	Harry	N/A		View
0049	Tian Ahn Leow 11 Singapore	N/A	1	0	0	Harry	Matt Thomas		View
0048	N/A	N/A	1	0	0	Harry	N/A		View
0047	Harry Frickleton 11 Friar Lane Singapore NG1 6DQ	N/A	1	0	0	Harry	ifroter@Roller		View
0046	Harry Frickleton 11 Friar Lane Singapore NG1 6DQ	leowanah@gmail.c...	1	0	0	Harry	N/A		View
0045	Harry Frickleton 11 Friar Lane Singapore NG1 6DQ	N/A	1	0	0	Harry	N/A		View
0044	N/A	N/A	1	0	0	Harry	N/A		View
0043	Harry Frickleton 11 Friar Lane Singapore NG1 6DQ	harry.frickleton@hdgr...	1	0	0	Harry	Matt Thomas		View
0042	N/A	N/A	1	0	0	Harry	N/A		View
0041	N/A	N/A	1	0	0	Harry	N/A		View
0034	T.L. New York 10036	N/A	1	1	2	Harry	Harry Frickleton		View
0033	N/A	N/A	1	0	0	Harry	N/A		View

10 Edit your desired fields.

50 ApolloBlinds

Customers Leads & Quotes Job's Profile Logout

New Customer Quick Quote Filter Customers dd/mm/yyyy dd/mm/yyyy

Customers 37 Leads & Quotes 36 Suppliers 2 Wholesale 1

Edit | C250047

Apollo Blinds [Test]

Harry Frickleton

Search Address

11 Friar Lane Singapore NG1 6DQ

harry.frickleton@hdgroupuk.com

07496624269 Mobile

Select a contact method

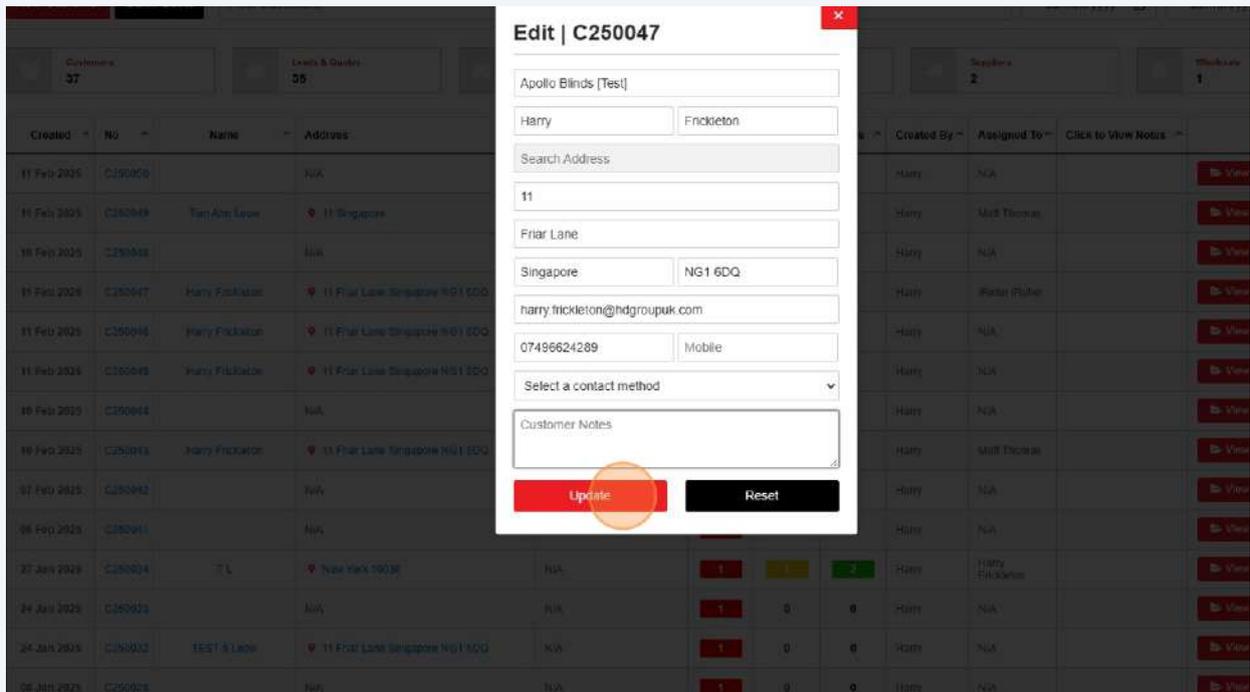
Customer Notes

Update Reset

Created	No	Name	Address	Created By	Assigned To	Click to View Notes
01 Feb 2025	C250050		N/A	Harry	N/A	View
01 Feb 2025	C250049	Tian Ahn Leow	11 Singapore	Harry	Matt Thomas	View
06 Feb 2025	C250048		N/A	Harry	N/A	View
01 Feb 2025	C250047	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	Harry	ifroter@Roller	View
01 Feb 2025	C250046	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	Harry	N/A	View
01 Feb 2025	C250045	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	Harry	N/A	View
06 Feb 2025	C250044		N/A	Harry	N/A	View
06 Feb 2025	C250043	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	Harry	N/A	View
07 Feb 2025	C250042		N/A	Harry	Matt Thomas	View

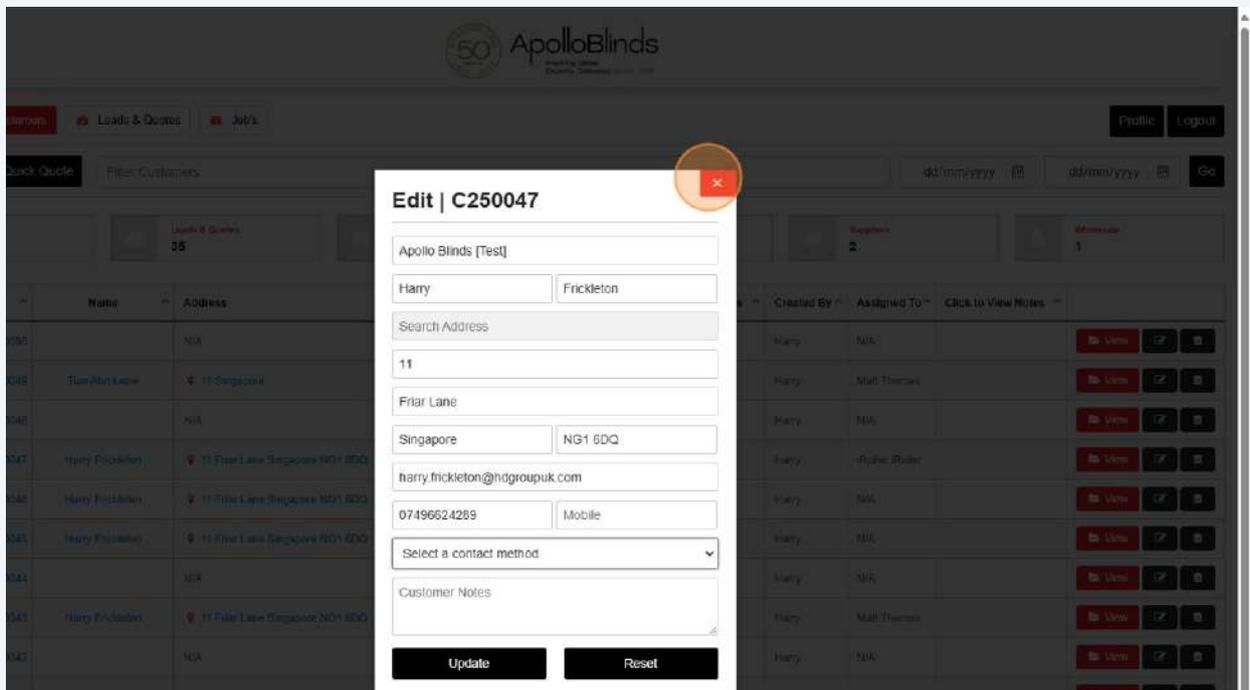
11

Click "Update" to finish editing the customer information. You will be brought back to the customer page.



12

Click "x" to close the customer information pop-up.



13

Click the bin icon on the right to delete a customer entry

ADMIN
LOADS & QUOTES
JOBS
Profile
Logout

Quick Quote

dd/mm/yyyy
dd/mm/yyyy
Go

Leads & Quotes **35**
Jobs **9**
Purchase Orders **22**
Suppliers **2**
Wholesale **1**

Name	Address	Preferred Contact	Leads	Jobs	POs	Created By	Assigned To	Click to View Notes	
X090	N/A	N/A	0	0	0	Harry	N/A		View [edit] [bin]
X049	Tian Ahn Leow 11 Singapore	N/A	1	0	0	Harry	Matt Thomas		View [edit] [bin]
X048	N/A	N/A	1	0	0	Harry	N/A		View [edit] [bin]
X047	Harry Frickleton 11 Friar Lane Singapore NG1 6DQ	N/A	1	0	0	Harry	iRofar iRoller		View [edit] [bin]
X046	Harry Frickleton 11 Friar Lane Singapore NG1 6DQ	lewtianah@gmail.c...	1	0	0	Harry	N/A		View [edit] [bin]
X045	Harry Frickleton 11 Friar Lane Singapore NG1 6DQ	N/A	1	0	0	Harry	N/A		View [edit] [bin]
X044	N/A	N/A	1	0	0	Harry	N/A		View [edit] [bin]
X043	Harry Frickleton 11 Friar Lane Singapore NG1 6DQ	harry.frickleton@hdyr...	1	0	0	Harry	Matt Thomas		View [edit] [bin]
X042	N/A	N/A	1	0	0	Harry	N/A		View [edit] [bin]
X041	N/A	N/A	1	0	0	Harry	N/A		View [edit] [bin]
X034	T.L New York 10036	N/A	1	1	2	Harry	Harry Frickleton		View [edit] [bin]
X033	N/A	N/A	1	0	0	Harry	N/A		View [edit] [bin]

Editing Business Profile and Contact Details Online

1

This guide will tell you how to change your business information under the profile section. Click "Profile"

The screenshot shows the ApolloBlinds web application interface. At the top, there is a navigation bar with buttons for 'Estimates', 'Leads & Quotes', and 'Job's'. A 'Profile' button is highlighted with a red circle. Below the navigation bar is a search bar labeled 'Quick Quote' with a 'Filter Customers' input field and date pickers. A summary bar shows counts for 'Leads & Quotes' (34), 'Jobs' (9), 'Purchase Orders' (22), 'Suppliers' (2), and 'Wholesale' (1). The main content area is a table with the following columns: Name, Address, Preferred Contact, Leads, Jobs, POs, Created By, Assigned To, Click to View Notes, and a set of action buttons (View, Edit, Delete). The table contains several rows of customer data, including names like Harry Frickleton and addresses in Singapore and New York.

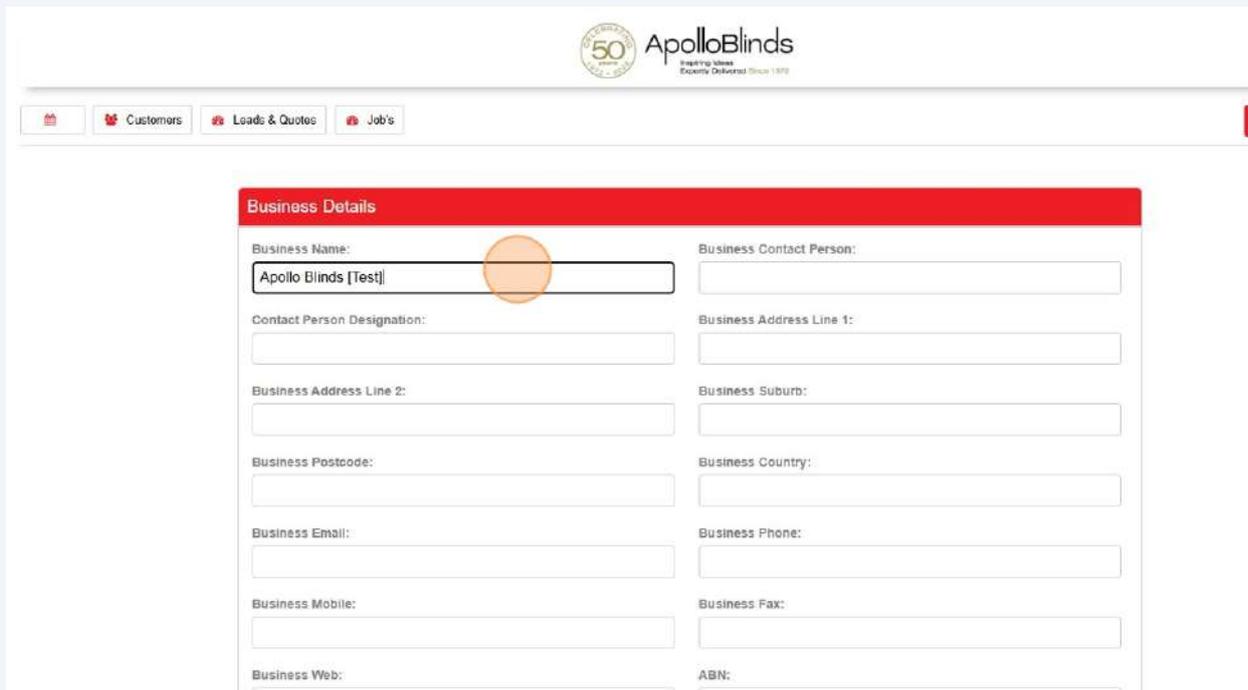
Name	Address	Preferred Contact	Leads	Jobs	POs	Created By	Assigned To	Click to View Notes	
0048	N/A	N/A	1	0	0	Harry	N/A		View Edit Delete
0047	Harry Frickleton 11 Friar Lane Singapore NG1 6DQ	N/A	1	0	0	Harry	iRoller iRoller		View Edit Delete
0046	Harry Frickleton 11 Friar Lane Singapore NG1 6DQ	N/A	1	0	0	Harry	N/A		View Edit Delete
0045	Harry Frickleton 11 Friar Lane Singapore NG1 6DQ	N/A	1	0	0	Harry	N/A		View Edit Delete
0044	N/A	N/A	1	0	0	Harry	N/A		View Edit Delete
0043	Harry Frickleton 11 Friar Lane Singapore NG1 6DQ	harry.frickleton@hdgr...	1	0	0	Harry	Matt Thomas		View Edit Delete
0042	N/A	N/A	1	0	0	Harry	N/A		View Edit Delete
0041	N/A	N/A	1	0	0	Harry	N/A		View Edit Delete
0034	T.L. New York 10036	N/A	1	1	2	Harry	Harry Frickleton		View Edit Delete

2 Click "Business Details". This will bring up the options for you to



The screenshot shows the ApolloBlinds dashboard. At the top, there is a logo for ApolloBlinds celebrating 50 years (1972-2022) with the tagline "Inspiring Ideas. Expertly Delivered Since 1972". Below the logo is a navigation bar with buttons for "Customers", "Leads & Quotes", and "Job's". The main content area features a vertical list of red menu items: "Business Details", "Financial Details", "Logo and Banner", "Email Settings", and "SMS Settings". The "Business Details" item is highlighted with a red circle. A "Submit" button is located at the bottom right of the menu items.

3 This will bring up the option for you to edit your personal information, such as your email, contact information, address, and website links



The screenshot shows the "Business Details" form. The form is titled "Business Details" and contains the following fields:

Business Name: <input type="text" value="Apollo Blinds [Test]"/>	Business Contact Person: <input type="text"/>
Contact Person Designation: <input type="text"/>	Business Address Line 1: <input type="text"/>
Business Address Line 2: <input type="text"/>	Business Suburb: <input type="text"/>
Business Postcode: <input type="text"/>	Business Country: <input type="text"/>
Business Email: <input type="text"/>	Business Phone: <input type="text"/>
Business Mobile: <input type="text"/>	Business Fax: <input type="text"/>
Business Web: <input type="text"/>	ABN: <input type="text"/>

A red circle highlights the "Business Name" field.

4 Clicking "Financial Details" will bring up the option to add banking information.

A screenshot of a web form for business information. The form is titled "Apollo Blinds [Test]" and contains several input fields arranged in two columns. The fields are: Contact Person Designation, Business Address Line 1, Business Address Line 2, Business Suburb, Business Postcode, Business Country, Business Email, Business Phone, Business Mobile, Business Fax, Business Web, and ABN. Below the form is a navigation menu with four red buttons: "Financial Details", "Logo and Banner", "Email Settings", and "SMS Settings". The "Financial Details" button is highlighted with a red circle, indicating it is the focus of the instruction.

5 Please **do not** enter any financial details into BlinQ. For now, payment collection will be kept off the application.

A screenshot of a web form for business information, similar to the one in the previous image. The form is titled "Apollo Blinds [Test]" and contains several input fields arranged in two columns. The fields are: Business Address Line 2, Business Suburb, Business Postcode, Business Country, Business Email, Business Phone, Business Mobile, Business Fax, Business Web, and ABN. Below the form is a navigation menu with four red buttons: "Financial Details", "Logo and Banner", "Email Settings", and "SMS Settings". The "Financial Details" button is highlighted with a red circle. A "Submit" button is located at the bottom right of the form.

6

In the event that there is an Apollo logo update and you'd like to change your logo and banner on the BlinQ App, click "Logo and Banner"

The screenshot shows a settings page with several red horizontal tabs: "Business Details", "Financial Details", "Logo and Banner", "Email Settings", and "SMS Settings". The "Logo and Banner" tab is highlighted with an orange circle. Below the "Financial Details" tab, there are input fields for "Bank Account Name:", "Bank Account No:", "BSB No:", "Tax Name:", and "Tax Percentage:". A "Submit" button is located at the bottom right of the page.

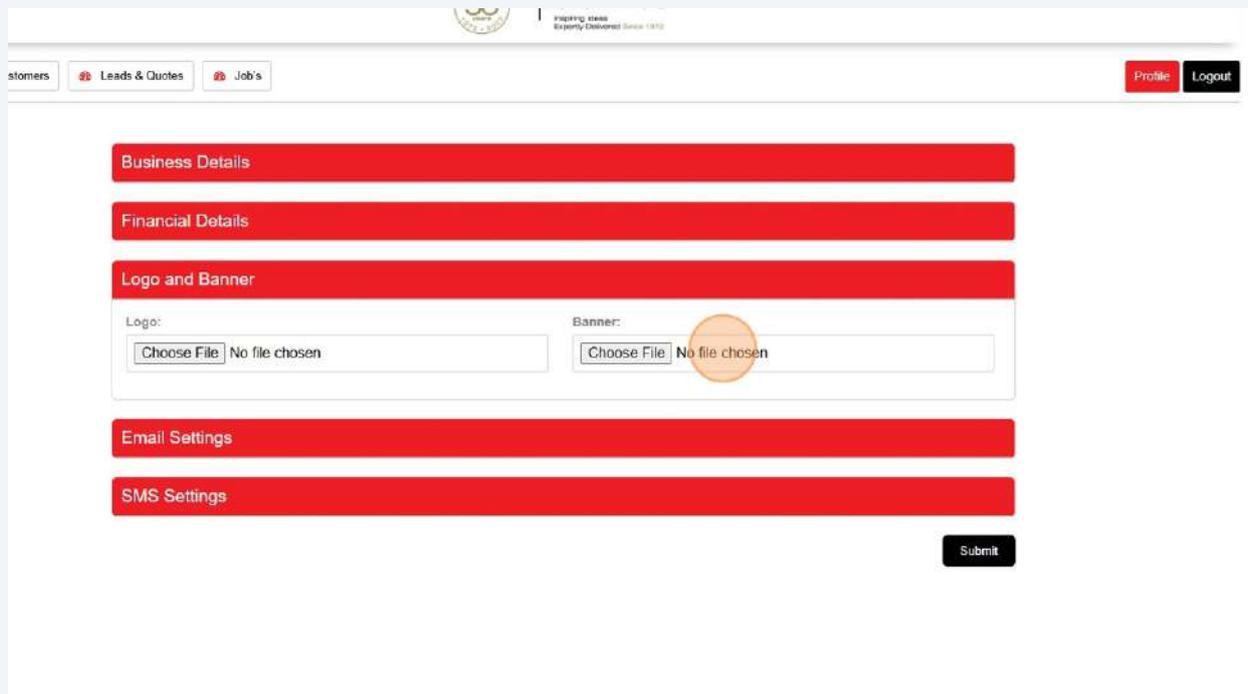
7

Click the "Logo:" field. This will redirect you to your file explorer where you can upload the file from whichever folder you have saved the image in.

This screenshot shows the same settings page as above, but with the "Logo and Banner" tab selected. The "Logo:" field is highlighted with an orange circle. It contains a "Choose File" button and the text "No file chosen". The "Banner:" field also has a "Choose File" button and "No file chosen" text. The "Submit" button is visible at the bottom right. At the top of the page, there is a navigation bar with icons for "Customers", "Leads & Quotes", and "Job's".

8

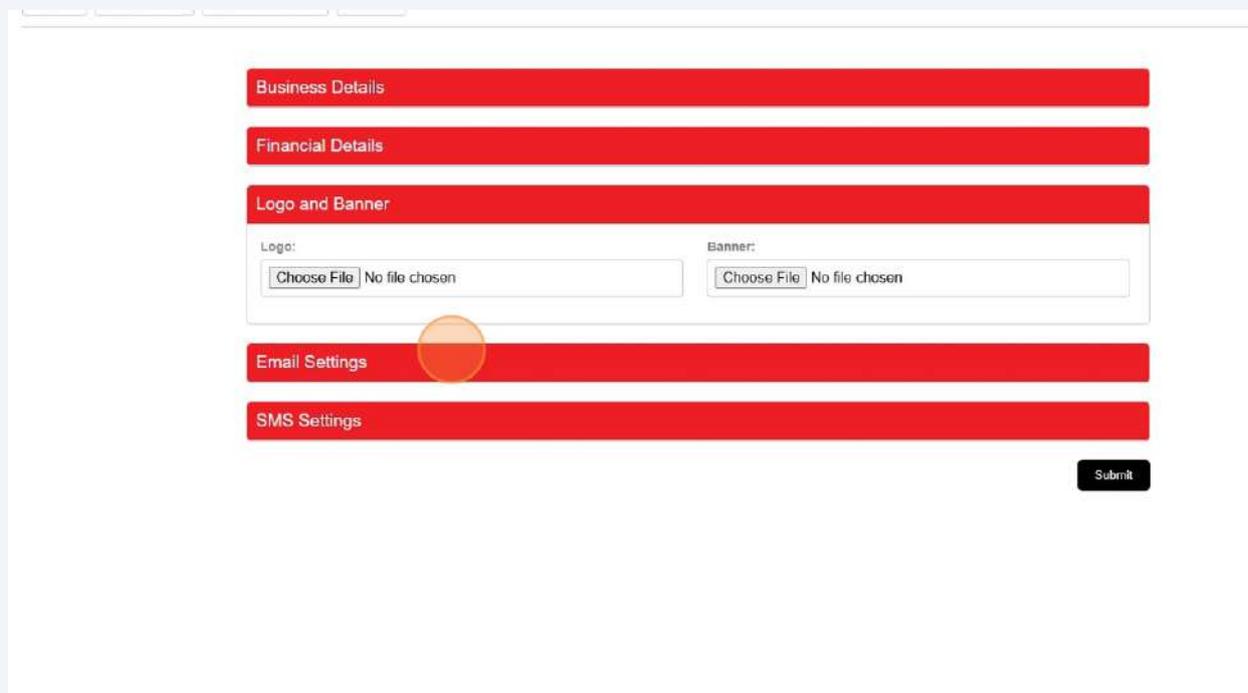
Click the 'Banner' field. This will redirect you to your file explorer where you can upload the banner image from whichever folder you have saved the image in.



The screenshot shows a user profile settings page. At the top, there is a navigation bar with 'stomers', 'Leads & Quotes', and 'Job's' tabs, and 'Profile' and 'Logout' buttons. The main content area contains several red-bordered sections: 'Business Details', 'Financial Details', 'Logo and Banner', 'Email Settings', and 'SMS Settings'. The 'Logo and Banner' section has two file upload fields: 'Logo:' and 'Banner:'. The 'Banner:' field is highlighted with an orange circle. A 'Submit' button is located at the bottom right of the page.

9

Click "Email Settings"



This screenshot is identical to the previous one, showing the user profile settings page. However, the 'Email Settings' section is now highlighted with an orange circle, indicating the next step in the process. The 'Banner' field is no longer highlighted.

10

In the event you want to change your email address, please **inform your Area Manager** so they can make the necessary changes to your BlinQ account on the back-end. This is important to ensure your account functions normally after the change is implemented on the front-end.

The screenshot shows a settings page with several red tabs: Business Details, Financial Details, Logo and Banner, Email Settings, and SMS Settings. The Email Settings tab is highlighted with an orange circle. Below the tabs, there are two file upload fields for Logo and Banner, each with a 'Choose File' button and 'No file chosen' text. A 'Submit' button is located at the bottom right.

11

Click the "From Email:" field. This will allow you to input the email account you want to send out quotations and orders from. Please **do not change this field without first informing your Area Manager**.

The screenshot shows the same settings page as in step 10, but with the Email Settings tab selected. The 'From Email:' field is highlighted with an orange circle. The form includes fields for 'From Email Name:', 'CC Email(s) (Separate with commas):', 'BCC Email(s) (Separate with commas):', 'Default Email Wording:', 'Email Story:' (with a dropdown menu set to 'On'), and 'Email Reply CC Address:'. The SMS Settings tab is visible at the bottom.

12

To change the email template you see in your customer story (CRM) page, click the "Default Email Wording:" field. This will allow you to personalise your email template.

The screenshot shows a settings page with several red header bars: Business Details, Financial Details, Logo and Banner, Email Settings, and SMS Settings. The Email Settings section contains the following fields: From Email, From Email Name, CC Email(s) (Separate with commas), BCC Email(s) (Separate with commas), Default Email Wording (a large text area with a cursor and a blue highlight), Email Story (a dropdown menu set to 'On'), and Email Reply CC Address. A blue circle highlights the Default Email Wording field. A black Submit button is located at the bottom right.

13

The SMS function will only work if you have purchased a SIM for your BlinQ Tablet.

The screenshot shows the same settings page as above. The SMS Settings red header bar at the bottom is highlighted with a blue circle. The Default Email Wording field in the Email Settings section is now empty. A black Submit button is located at the bottom right.

14

This will give you the option to turn ON/ OFF your SMS Story and control your SMS locality.

Business Details

Financial Details

Logo and Banner

Email Settings

SMS Settings

SMS Story: On

SMS Local Country: UK

Sender's ID (Max. 11 Characters | AU only):

Submit

15

Click "Submit" to save all your changes. Changes will only be saved if the 'Submit' button is clicked.

Business Details

Financial Details

Logo and Banner

Email Settings

SMS Settings

SMS Story: On

SMS Local Country: UK

Sender's ID (Max. 11 Characters | AU only):

Submit

Adding a Customer and Opening a Quote in Blinq

1 This guide will show you how to view your calendar and create an appointment.

The screenshot displays the ApolloBlinds Blinq CRM interface. At the top, there is a navigation bar with tabs for 'Customers', 'Leads & Quotes', and 'Job's'. Below this is a search bar for 'Filter Customers' and date pickers. A summary row shows counts for Customers (35), Leads & Quotes (34), Jobs (9), Purchase Orders (22), Suppliers (2), and Wholesale (1). The main area is a table with columns: 'No', 'Name', 'Address', 'Preferred Contact', 'Leads', 'Jobs', 'POs', 'Created By', 'Assigned To', and 'Click to View Notes'. The table contains several rows of customer data, including names like Harry Frickleton and T.L., addresses, and counts for leads, jobs, and POs.

ted	No	Name	Address	Preferred Contact	Leads	Jobs	POs	Created By	Assigned To	Click to View Notes
2025	C250048		N/A	N/A	1	0	0	Harry	N/A	View
2025	C250047	Harry Frickleton	11 Friar Lane Singapore NG1 8DO	N/A	1	0	0	Harry	Roller Roller	View
2025	C250046	Harry Frickleton	11 Friar Lane Singapore NG1 8DO	N/A	1	0	0	Harry	N/A	View
2025	C250045	Harry Frickleton	11 Friar Lane Singapore NG1 8DO	N/A	1	0	0	Harry	N/A	View
2025	C250044		N/A	N/A	1	0	0	Harry	N/A	View
2025	C250043	Harry Frickleton	11 Friar Lane Singapore NG1 8DO	harry.frickleton@hdb...	1	0	0	Harry	Matt Thomas	View
2025	C250042		N/A	N/A	1	0	0	Harry	N/A	View
2025	C250041		N/A	N/A	1	0	0	Harry	N/A	View
2025	C250034	T.L.	New York 10036	N/A	1	1	2	Harry	Harry Frickleton	View

2

Click on the calendar button next to the customer tab. This will bring you to your calendar page.

The screenshot shows the ApolloBlinds CRM dashboard. At the top, there is a navigation bar with tabs for Customers, Leads & Quotes, and Job's. Below this is a search bar for customers and a filter dropdown. The main area displays a table with columns for Created, No, Name, Address, Preferred Contact, Leads, Jobs, POs, Created By, Assigned To, and Click to View Notes. The table contains several rows of customer data, including names like Harry Frickleton and addresses in Singapore and New York.

Created	No	Name	Address	Preferred Contact	Leads	Jobs	POs	Created By	Assigned To	Click to View Notes
10 Feb 2025	C250048		N/A	N/A	1	0	0	Harry	N/A	View
11 Feb 2025	C250047	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	N/A	1	0	0	Harry	iRoller iRoller	View
11 Feb 2025	C250046	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	N/A	1	0	0	Harry	N/A	View
11 Feb 2025	C250045	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	N/A	1	0	0	Harry	N/A	View
10 Feb 2025	C250044		N/A	N/A	1	0	0	Harry	N/A	View
10 Feb 2025	C250043	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	harry.frickleton@hdg...	1	0	0	Harry	Matt Thomas	View
07 Feb 2025	C250042		N/A	N/A	1	0	0	Harry	N/A	View
05 Feb 2025	C250041		N/A	N/A	1	0	0	Harry	N/A	View
27 Jan 2025	C250034	T L	New York 10036	N/A	1	1	2	Harry	Harry Frickleton	View

3

On the calendar page you will see all of your appointments for the week by the hour. When you have added a staff member, their calendars will also be made visible here.

To enter an appointment, click and drag along the empty squares on the specific date and time you'd like to see a customer. This will bring you to a pop-up. for adding customer information.

The screenshot shows the ApolloBlinds calendar interface. The calendar is displayed in a weekly view from Monday 10 Feb 2025 to Saturday 15 Feb 2025. The days are listed on the left, and the time slots are listed at the top of each day. The calendar is currently unallocated. A red plus sign is visible in the top right corner. A text box is visible on the Tuesday 11 Feb 2025 row, containing the text "Apollo Blinds [Text] Harry Frickl...".

4

Here you can fill in your customer details. These fields will populate your quotations, orders, and email templates - so make sure to key in the information accurately!

New Customer

Company Name

First Name Family Name

Search Address

Address Line 1

Address Line 2

Suburb Post Code

Email

Telephone Mobile

Preferred contact method

Customer Notes

Get default job location details.

Company Name

First Name Family Name

Search Address

Address Line 1

Address Line 2

Suburb Post Code

Email

Telephone Mobile

How did you find us?

Location Notes

Manufacture Details

Order Number Sidemark

Products Interested

Assign Staff

Select staff

Appointment Details

Select Staff

12/02/2025

11:00 AM 1:00 PM

Appointment Notes

Add Customer

5

The default job location details will copy over the address that was keyed in on the column on the left. If the job location is a different address, enter that address in the fields below.

New Customer

Hunter Douglas UK

Tian Ahn Leow

Westbourne Terrace Mews

11

Address Line 2

Singapore Post Code

Tian.AhnLeow@hdgroupuk.com

Telephone Mobile

Preferred contact method

Customer Notes

Get default job location details.

Company Name

First Name Family Name

Search Address

Address Line 1

Address Line 2

Suburb Post Code

Email

Telephone Mobile

How did you find us?

Location Notes

Manufacture Details

Order Number Sidemark

Products Interested

Assign Staff

Select staff

Appointment Details

Select Staff

12/02/2025

11:00 AM 1:00 PM

Appointment Notes

Add Customer

6

Select a staff members name to assign this job to them. The appointment will then be saved as that individuals job, and show up in their section of the calendar page.

Customer

Douglas UK

in Leow

urne Terrace Mews

s Line 2

ore Post Code

nLeow@hdgroupuk.com

one Mobile

ed contact method

er Notes

Get default job location details.

Hunter Douglas UK

Tian Ahn Leow

Search Address

11

Address Line 2

Singapore Post Code

Tian.AhnLeow@hdgroupuk.com

Telephone Mobile

How did you find us?

Location Notes

Manufacture Details

Order Number Sidemark

Products Interested

Assign Staff

Matt Thomas

Appointment Details

Select Staff

12/02/2025

11:00 AM 1:00 PM

Appointment Notes

Add Customer

7

To modify the date and time select the drop down and enter the desired information.

Customer

Douglas UK

in Leow

urne Terrace Mews

s Line 2

ore Post Code

nLeow@hdgroupuk.com

one Mobile

ed contact method

er Notes

Get default job location details.

Hunter Douglas UK

Tian Ahn Leow

Search Address

11

Address Line 2

Singapore Post Code

Tian.AhnLeow@hdgroupuk.com

Telephone Mobile

How did you find us?

Location Notes

Manufacture Details

Order Number Sidemark

Products Interested

Assign Staff

Matt Thomas

Appointment Details

Select Staff

12/02/2025

11:00 AM 1:00 PM

Appointment Notes

Add Customer

8:00 AM 9:00 AM 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00 PM 3:00 PM 4:00 PM 5:00 PM 6:00 PM 7:00 PM

8

Click 'Add Customer' to add this appointment to your calendar.

The screenshot shows a web form for adding a customer appointment. The form is divided into several sections: 'Customer', 'Get default job location details', 'Manufacture Details', 'Assign Staff', and 'Appointment Details'. The 'Customer' section includes fields for name, email, and phone. The 'Get default job location details' section includes fields for address, phone, and location notes. The 'Manufacture Details' section includes fields for order number and product interests. The 'Assign Staff' section includes a dropdown menu for staff selection. The 'Appointment Details' section includes fields for date, time, and appointment notes. A red 'Add Customer' button is located at the bottom right of the form, highlighted with a red circle.

9

To enter the quote page, click on the 'Open Quote' link - this will bring you directly to the quotes appge.

The screenshot shows a calendar interface with a pop-up window for an appointment. The calendar grid shows time slots from 11:00 AM to 5:00 PM. A red plus sign is visible in the top right corner. The pop-up window displays the following information: 'Apollo Blinds [Test] Harry Frickleton | Q02250030', 'On Tuesday, February 2 from 2:00 PM to 4:00 PM', '11 Friar Lane Singapore', '07496624289', and '07496624289'. There are two buttons at the bottom of the pop-up: 'Open Quote' and 'Story'. The appointment is also visible in the calendar grid as a grey bar.

10

In you want to check the customer's history, click the story button to be brought to the CRM page

The screenshot displays the ApolloBlinds CRM interface. At the top, the ApolloBlinds logo is visible with the tagline "Inspiring Ideas. Expertly Delivered Since 1972". Below the logo, there are navigation tabs for "customers", "Leads & Quotes", and "Job's". On the right side, there are buttons for "Profile" and "Logout". The main area shows a calendar for the month of February 2025, with a date range from "Feb To 15 Feb 2025". A red "+" button is located at the top center of the calendar. A pop-up window is open over the calendar, displaying details for a customer named "Apollo Blinds [Test] Harry Frickleton | Q02250030". The pop-up includes the address "11 Friar Lane Singapore", two phone numbers "07496624289" and "07496624289", and buttons for "Open Quote" and "Start". Below the pop-up, a small tooltip shows "Apollo Blinds [Test] Harry Frick...". The calendar grid shows time slots from 8:00 AM to 7:00 PM. Other customer names visible in the calendar include "Hunter Douglas UK Tian Ahn Le...".

11

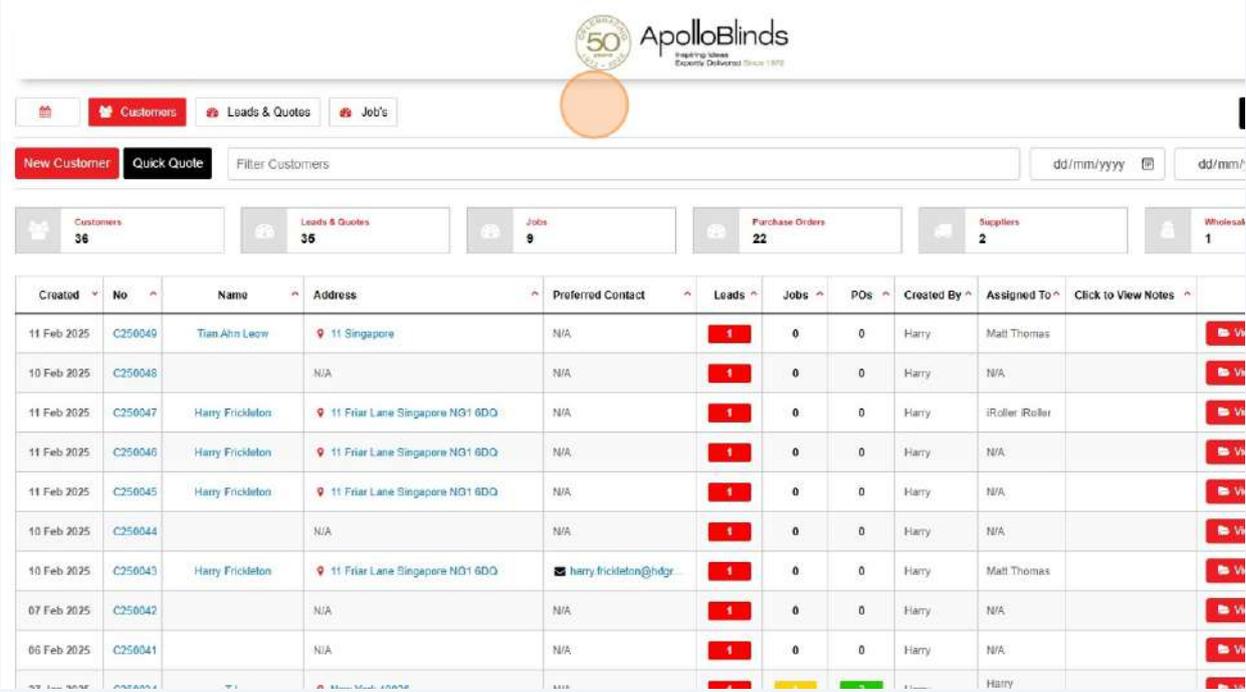
This is the page you see when the 'Story' button is clicked. In the top left, you will see the customer details that were previously entered. On the right, you will see the quote details. Below, you will see a series of records. This is your appointment and quote history with the customer. This CRM section will automatically update as you make changes to the customer journey.

The screenshot displays a CRM interface with the following components:

- Navigation:** A top bar with tabs for 'Customers', 'Leads & Quotes', and 'Job's'.
- Search:** A 'Search Wording' input field.
- Customer Detail Panel:**
 - Customer No:** C250043
 - Company Name:** Apollo Blinds [Test]
 - Full Name:** Harry Frickleton
 - Address:** 11, Friar Lane, Singapore, ...
 - Email:** harry.frickleton@hdopteu...
 - Telephone:** 07496524289
 - Mobile:** 07496524289
 - Notes:**
- Quote Detail Panel:**
 - Quote #:** Q02250030
 - Company Name:** Apollo Blinds [Test]
 - Full Name:** Harry Frickleton
 - Address:** 11, Friar Lane, Singapo...
 - Email:** harry.frickleton@hdopteu...
 - Telephone:** 07496524289
 - Mobile:** 07496524289
 - Notes:**
 - Order #:**
 - Sidemark:**
 - Product Interested:**
- Actions:** A row of buttons: 'Open Quote', 'Make Appointment', and a notification icon with '0'.
- Activity List:**
 - Subject:**
 - Harry - February 11, 2025: Appointment has been deleted
 - Harry - February 11, 2025: Appointment has been scheduled Date: 11th February 2025 from 05:00PM to 07:00PMLocation: 11, Friar Lane, Singapore, NG1 6DQNote: ...
 - Harry - February 11, 2025: Staff has been assigned: Matt
 - Harry - February 11, 2025: Job Unapproved
 - Harry - February 10, 2025: ...

How to Create a Quick Quote in BlinQ

1 This guide will show you how to generate a quick quote in your customer's home



The screenshot displays the ApolloBlinds BlinQ software interface. At the top, there is a navigation bar with tabs for Customers, Leads & Quotes, and Job's. Below this is a search bar with a 'Filter Customers' input field and date pickers. A summary bar shows counts for Customers (36), Leads & Quotes (36), Jobs (9), Purchase Orders (22), Suppliers (2), and Wholesale (1). The main area features a table with the following columns: Created, No, Name, Address, Preferred Contact, Leads, Jobs, POs, Created By, Assigned To, and Click to View Notes. The table contains several rows of customer data.

Created	No	Name	Address	Preferred Contact	Leads	Jobs	POs	Created By	Assigned To	Click to View Notes
11 Feb 2025	C250040	Tian Ahn Leow	11 Singapore	N/A	1	0	0	Harry	Matt Thomas	
10 Feb 2025	C250048		N/A	N/A	1	0	0	Harry	N/A	
11 Feb 2025	C250047	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	N/A	1	0	0	Harry	Roller Roller	
11 Feb 2025	C250046	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	N/A	1	0	0	Harry	N/A	
11 Feb 2025	C250045	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	N/A	1	0	0	Harry	N/A	
10 Feb 2025	C250044		N/A	N/A	1	0	0	Harry	N/A	
10 Feb 2025	C250043	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	harry.frickleton@hdgr...	1	0	0	Harry	Matt Thomas	
07 Feb 2025	C250042		N/A	N/A	1	0	0	Harry	N/A	
06 Feb 2025	C250041		N/A	N/A	1	0	0	Harry	N/A	
07 Feb 2025	C250040		N/A	N/A	1	0	0	Harry	N/A	

2

At the top left of your home customer screen you will see a button titled 'Quick Quote'. Click the link.

Created	No	Name	Address	Preferred Contact	Leads	Jobs	POs	Created By	Assigned To	Click to View Notes
11 Feb 2025	C250049	Tian Ahn Leow	11 Singapore	N/A	1	0	0	Harry	Matt Thomas	
10 Feb 2025	C250048		N/A	N/A	1	0	0	Harry	N/A	
11 Feb 2025	C250047	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	N/A	1	0	0	Harry	iRoller iRoller	
11 Feb 2025	C250046	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	N/A	1	0	0	Harry	N/A	
11 Feb 2025	C250045	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	N/A	1	0	0	Harry	N/A	
10 Feb 2025	C250044		N/A	N/A	1	0	0	Harry	N/A	
10 Feb 2025	C250043	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	harry.frickleton@hdyr...	1	0	0	Harry	Matt Thomas	
07 Feb 2025	C250042		N/A	N/A	1	0	0	Harry	N/A	
06 Feb 2025	C250041		N/A	N/A	1	0	0	Harry	N/A	

3

Once you are in the quote page follow the instructions on 'Blinq - Building a Quote' to complete your quotation.

Apollo Blinds [Test] DATE: 11/02/2025 TIME: 9:53:23 AM
 USER: HARRY FRICKLETON
 LAST SAVED ON: NOT SAVED YET.

Q02250037 Address Line 1 Email Records
 Company Name Address Line 2 Phone Mobile
 Customer Name Suburb Postcode Order number Sidemark NOT APPROVED

Wood & Fauxwood Vertical Blinds
 Essential Fauxwood Essential Wood Premium Fauxwood Premium Wood

Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Valance Length	Install Height	Control Length	Cord / Tape	Brackets	Price	Qty	Add
			mm	mm								1	+

Instructions

Attachments: Sketch Upload File Camera

Total Price	Fitting Charge	Accessories	I F Charge	PerMeter	Total
0.00	0.00	0.00	0.00	0.00	0.00
				VAT	0.00
				Total + VAT	0.00
				Discount (%)	

Generating a Quote

1 This guide will walk you through how to create a quote on BlinQ

Apollo Blinds [Test] DATE: 11/02/2025 TIME: 10:04:33 AM
USER: HARRY FRICALETON
LAST SAVED OR: NOT SAVED YET.

Q02250037

NOT APPROVED ✔ New Save

Send Find Print(0)

Wood & Fauxwood **Vertical Blinds**

Essential Fauxwood Essential Wood Premium Fauxwood Premium Wood

Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Valance Length	Install Height	Control Length	Cord / Tape	Brackets	Price	Qty	Add
<input type="text"/>	<input type="text"/>	<input type="text"/>	mm	mm	<input type="text"/>	1	+						

Instructions

Attachments Sketch Upload File Camera

Total Price	Fitting Charge	Accessories	I F Charge	PertMeter	Total	
0.00	0.00	0.00	0.00	0.00	0.00	
					VAT	0.00
					Total + VAT	0.00
					Discount (%)	

Signature

2

Fill in the customer details at the top of the page. This can be done before or after the quote is created.

If you have already done this while creating an appointment, this section should auto-fill with the customer details.

For the email & SMS functions to work, the 'Email' and 'Mobile' fields need to be completed.

Apollo Blinds [Test] DATE: 11/02/2025 TIME: 10:54:39 AM
USER: HARRY FRICKELETON
LAST SAVED ON: NOT SAVED YET.

NOT APPROVED TP

Wood & Fauxwood Vertical Blinds

Essential Fauxwood Essential Wood Premium Fauxwood Premium Wood

Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Valance Length	Install Height	Control Length	Cord / Tape	Brackets	Price	Qty	Add
<input type="text"/>	<input type="text"/>	<input type="text"/>	mm	mm	<input type="text"/>	1	+						

Instructions

Attachments

Total Price	Fitting Charge	Accessories	I F Charge	PerMeter	Total
0.00	0.00	0.00	0.00	0.00	0.00
				VAT	0.00
				Total + VAT	0.00
				Discount (%)	

3

The product categories will be reflected as tabs on the left of the page. Click through the tabs to find the products you would like to quote the customer on.

Apollo Blinds [Test] DATE: 11/02/2025 TIME: 10:04:39 AM
USER: HARRY FRICLETON
LAST SAVED ON: NOT SAVED YET.

Q02250037

 NOT APPROVED +

Wood & Fauxwood **Vertical Blinds**
Essential Fauxwood

Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Valance Length	Install Height	Control Length	Cord / Tape	Brackets	Price	Qty	Add
<input type="text"/>	<input type="text"/>	<input type="text"/>	mm	mm	<input type="text"/>	1	+						

Instructions

Attachments Sketch Upload File Camera Signature

Total Price	Fitting Charge	Accessories	I F Charge	PerMeter	Total	
0.00	0.00	0.00	0.00	0.00	0.00	
					VAT	0.00
					Total + VAT	0.00
					Discount (%)	

4

Under each category you will find sub-product categories. Click through these to find the product you would like to quote the customer on.

Apollo Blinds [Test] DATE: 11/02/2025 TIME: 10:04:44 AM
USER: HARRY FRICLETON
LAST SAVED ON: NOT SAVED YET.

Q02250037

 NOT APPROVED +

Wood & Fauxwood **Vertical Blinds**
Essential Fauxwood **Essential Wood**

Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Valance Length	Install Height	Control Length	Cord / Tape	Brackets	Price	Qty	Add
<input type="text"/>	<input type="text"/>	<input type="text"/>	mm	mm	<input type="text"/>	1	+						

Instructions

Attachments Sketch Upload File Camera Signature

Total Price	Fitting Charge	Accessories	I F Charge	PerMeter	Total	
0.00	0.00	0.00	0.00	0.00	0.00	
					VAT	0.00
					Total + VAT	0.00
					Discount (%)	

5

Each product category will bring up a different set of fields that need to be filled up for the order to be successfully placed.

Apollo Blinds [Test] DATE: 11/02/2025 TIME: 10:04:49 AM
USER: HARRY FRICLINGTON
LAST SAVED ON: NOT SAVED YET.

Q02250037 Address Line 1 Email Records
Company Name Address Line 2 Phone Mobile
Customer Name Suburb Postcode Order number Sidemark **NOT APPROVED**

Wood & Fauxwood Vertical Blinds
Essential Fauxwood **Essential Wood** **Premium Fauxwood** Premium Wood

Blind Reference	Slot Colour	Measure Type	Width	Height	Types	Valance Length	Install Height	Control Length	Cord / Tape	Brackets	Price	Qty	Add
			mm	mm								1	+

Instructions

Attachments: Sketch Upload File Camera Signature

Total Price	Fitting Charge	Accessories	I F Charge	PerMeter	Total	
0.00	0.00	0.00	0.00	0.00	0.00	
					VAT	0.00
					Total + VAT	0.00
					Discount (%)	

6

Begin filling in the product fields from left to right.

Take note - ALL fields must be completed for an order to be placed successfully.

Apollo Blinds [Test] DATE: 11/02/2025 TIME: 10:04:54 AM
USER: HARRY FRICLINGTON
LAST SAVED ON: NOT SAVED YET.

Q02250037 Address Line 1 Email Records
Company Name Address Line 2 Phone Mobile
Customer Name Suburb Postcode Order number Sidemark **NOT APPROVED**

Wood & Fauxwood Vertical Blinds
Essential Fauxwood Essential Wood **Premium Fauxwood** Premium Wood

Blind Reference	Slot Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lower	Price	Qty	Add
Blind 1	50mm Astr		mm	mm								1	+

Instructions

Attachments: Sketch Upload File Camera Signature

Total Price	Fitting Charge	Accessories	I F Charge	PerMeter	Total	
0.00	0.00	0.00	0.00	0.00	0.00	
					VAT	0.00
					Total + VAT	0.00
					Discount (%)	

7 Make sure to use the scroll bar to see all available fields.

Apollo Blinds [Test] USER: HARRY FRICHELTON
LAST SAVED ON: NOT SAVED YET.

202250037 Address Line 1 Email Records New Save

Company Name Address Line 2 Phone Mobile Send Find

Customer Name Suburb Postcode Order number Sidemark **NOT APPROVED** Print()

Wood & Fauxwood Vertical Blinds

Essential Fauxwood Essential Wood **Premium Fauxwood** Premium Wood

Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lower	Pull Type	Universal Ext...	Hold Down Bra...	Brackets	Price	Qty	Add
Premium F	1500	1500	Tape	Graphite	Both Right	Matt Brass	Brown	No	Box	81.00	1	+

Instructions

Attachments

Total Price	Fitting Charge	Accessories	I F Charge	PeriMeter	Total
0.00	0.00	0.00	0.00	0.00	0.00

Sketch Upload File Camera

Signature

VAT 0.00

Total + VAT 0.00

Discount (%)

8 Once all the fields are filled in a price will be generated. This price is the **Recommended Retail Price (RRP)**

Apollo Blinds [Test] DATE: 11/02/2025 TIME: 10:05:58 AM
USER: HARRY FRICHELTON
LAST SAVED ON: NOT SAVED YET.

202250037 Address Line 1 Email Records New Save

Company Name Address Line 2 Phone Mobile Send Find

Customer Name Suburb Postcode Order number Sidemark **NOT APPROVED** Print()

Wood & Fauxwood Vertical Blinds

Essential Fauxwood Essential Wood **Premium Fauxwood** Premium Wood

Type	Tape	Raise / Lower	Pull Type	Universal Ext...	Hold Down Bra...	Brackets	Valance	Valance Length	Valance Notes	Valance Returns	Price	Qty	Add
	Graphite	Both Right	Matt Brass	Brown	No	Bcx	Standard	1500	None	No	81.00	1	+

Instructions

Attachments

Total Price	Fitting Charge	Accessories	I F Charge	PeriMeter	Total
0.00	0.00	0.00	0.00	0.00	0.00

Sketch Upload File Camera

Signature

VAT 0.00

Total + VAT 0.00

Discount (%)

9

To add the product to the total value of the quote, click on the '+' sign next to the fields. This will add the value generated to the total quote value.

Apollo Blinds [Test] DATE: 11/02/2025 TIME: 10:08:27 AM
USER: HARRY FRICLINGTON
LAST SAVED ON: NOT SAVED YET

202250037 New Save

Send Find

NOT APPROVED Print(0)

Wood & Fauxwood **Vertical Blinds**

Essential Fauxwood **Premium Fauxwood**

ADD

+

Install blind with X

Attachments

	Total Price	Fitting Charge	Accessories	I F Charge	PerfMeter	Total
Sketch Upload File Camera	0.00	0.00	0.00	0.00	0.00	0.00
Signature					VAT	0.00
					Total + VAT	0.00
					Discount (%)	

10 Copying a blind:

If you want to make a copy of the specific blind, click on the left-most tile of the blind (blind no.). This will select the blind, and it will be highlighted red.

Harry Frickleton Singapore NG1 5DQ Order number Sidemark NOT APPROVED Print(0)

Wood & Fauxwood Vertical Blinds

Essential Fauxwood Essential Wood Premium Fauxwood Premium Wood

Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lower	Price	Qty	Add
			mm	mm								1	+

Premium Fauxwood

Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lower	Price	More	Del
1 Blind 1	38mm Coo	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		

Order Sheet in PDF Order Sheet in EXL 96.03 97.00 1

Instructions

Attachments

Total Price	Fitting Charge	Accessories	I F Charge	PerMeter	Total
97.00	0.00	0.00	0.00	0.00	97.00
				VAT	19.40
				Total + VAT	116.40

Sketch Upload File Camera Signature

11

Click 'copy selection' to duplicate the entry. The new blind will have exactly the same specs as the original copied blind.

If you then hit 'copy selection' again, both blinds will be copied for a total of 4 identical entries. This feature is useful for large, repetitive commercial jobs and if you want to save time in drawing up a quote estimate.

Blind Reference Slat Colour Measure Type Width Height Types Install Height Control Length Cord / Tape Tape Raise / Lower Price Qty Add

#	Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lower	Price	Qty	Del
1	Blind 1	38mm Coc	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00	1	

96.03

Copy Selection

Total Price	Fitting Charge	Accessories	I F Charge	PerMeter	Total
97.00	0.00	0.00	0.00	0.00	97.00
				VAT	19.40
				Total + VAT	116.40

12

You can then deselect the blinds by clicking the blind no. again.

Blind Reference Slat Colour Measure Type Width Height Types Install Height Control Length Cord / Tape Tape Raise / Lower Price Qty Add

#	Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lower	Price	Qty	Del
1	Blind 1	38mm Coc	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00	1	
2	Blind 1	38mm Coc	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00	1	
3	Blind 1	38mm Coc	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00	1	
4	Blind 1	38mm Coc	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00	1	

384.12

Total Price	Fitting Charge	Accessories	I F Charge	PerMeter	Total
388.00	0.00	0.00	0.00	0.00	388.00

13

Wood & Fauxwood
Vertical Blinds

Essential Fauxwood
Essential Wood
Premium Fauxwood
Premium Wood

Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lower	Price	Qty	Add
<input type="text"/>	<input type="text"/>	<input type="text"/>	mm	mm	<input type="text"/>	<input type="text" value="1"/>	<input type="button" value="Add"/>						

Premium Fauxwood

#	Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lower	Price	More	Del
1	Blind 1	38mm Coc	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00	<input type="button" value="More"/>	<input type="button" value="Del"/>
2	Blind 1	38mm Coc	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00	<input type="button" value="More"/>	<input type="button" value="Del"/>
3	Blind 1	38mm Coc	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00	<input type="button" value="More"/>	<input type="button" value="Del"/>
4	Blind 1	38mm Coc	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00	<input type="button" value="More"/>	<input type="button" value="Del"/>

384.12
388.00 1

Instructions

Attachments

Total Price	Fitting Charge	Accessories	I F Charge	PerMeter	Total
388.00	0.00	0.00	0.00	0.00	388.00

14

To then modify the individual blinds, simply click on the field you'd like to edit and proceed to make the necessary changes.

Wood & Fauxwood
Vertical Blinds

Essential Fauxwood
Essential Wood
Premium Fauxwood
Premium Wood

Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lower	Price	Qty	Add
<input type="text"/>	<input type="text"/>	<input type="text"/>	mm	mm	<input type="text"/>	<input type="text" value="1"/>	<input type="button" value="Add"/>						

Premium Fauxwood

#	Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lower	Price	More	Del
1	Blind 1	38mm Coc	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00	<input type="button" value="More"/>	<input type="button" value="Del"/>
2	Blind 1	38mm Coc	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00	<input type="button" value="More"/>	<input type="button" value="Del"/>
3	Blind 1	38mm Coc	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00	<input type="button" value="More"/>	<input type="button" value="Del"/>
4	Blind 1	38mm Coc	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00	<input type="button" value="More"/>	<input type="button" value="Del"/>

384.12
388.00 1

Instructions

Attachments

Total Price	Fitting Charge	Accessories	I F Charge	PerMeter	Total
388.00	0.00	0.00	0.00	0.00	388.00

15

This allows you to generate distinctly different blinds using one initial entry.

NOTE: This process can also be used to select only one of the four different blinds and just duplicate that single entry rather than the whole selection

The screenshot shows a software interface for configuring blinds. At the top, there is a header row with fields for Blind Reference, Slat Colour, Measure Type, Width, Height, Types, Install Height, Control Length, Cord / Tape, Tape, Raise / Lower, Price, Qty, and Add. Below this is a table titled "Premium Fauxwood" with columns for #, Blind Reference, Slat Colour, Measure Type, Width, Height, Types, Install Height, Control Length, Cord / Tape, Tape, Raise / Lower, Price, More, and Del. The table contains four rows of items. Below the table are buttons for "Order Sheet in PDF" and "Order Sheet in EXL", a total price of 365.31, and a quantity of 1. There is also an "Instructions" section and an "Attachments" section with buttons for "Sketch", "Upload File", "Camera", and "Signature". At the bottom right, there is a summary table with columns for Total Price, Fitting Charge, Accessories, I F Charge, PerMeter, and Total.

#	Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lower	Price	More	Del
1	Blind 1	38mm Coc	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		
2	Blind 2	38mm Coc	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		
3	Blind 1	38mm Coc	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		
4	Blind 1	50mm Cim	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	78.00		

Total Price	Fitting Charge	Accessories	I F Charge	PerMeter	Total
369.00	0.00	0.00	0.00	0.00	369.00
				VAT	73.80
				Total + VAT	442.80

16

To make notes on each individual product (e.g. notes on installation) click on the drop down arrow titled 'More'.

Customer Name Suburb Postcode Order number Sidemark NOT APPROVED Print(0)

Wood & Fauxwood Vertical Blinds

Essential Fauxwood Essential Wood Premium Fauxwood Premium Wood

Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lower	Price	Qty	Add
			mm	mm								1	+

remium Fauxwood

#	Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lower	Price	More	Del
1	Blind 1	50mm Astr	Blind Size	1500	1500	Premium F	1500	1500	Tape	Graphite	Both Right	81.00		

Order Sheet in PDF Order Sheet in EXL 80.19 81.00 1

Install blind with X

Attachments	Total Price	Fitting Charge	Accessories	I F Charge	PerMeter	Total
Sketch Upload File Camera	81.00	0.00	0.00	0.00	0.00	81.00
Signature					VAT	16.20
					Total + VAT	97.20

17

This will pull up a text field that can be populated with instructions for fitters/installers.

Customer Name Suburb Postcode Order number Sidemark NOT APPROVED Print(0)

Wood & Fauxwood Vertical Blinds

Essential Fauxwood Essential Wood Premium Fauxwood Premium Wood

Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lower	Price	Qty	Add
			mm	mm								1	+

remium Fauxwood

#	Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lower	Price	More	Del
1	Blind 1	50mm Astr	Blind Size	1500	1500	Premium F	1500	1500	Tape	Graphite	Both Right	81.00		

Notes

Order Sheet in PDF Order Sheet in EXL 80.19 81.00 1

Install blind with X

Attachments	Total Price	Fitting Charge	Accessories	I F Charge	PerMeter	Total
Sketch Upload File Camera	81.00	0.00	0.00	0.00	0.00	81.00
Signature					VAT	16.20
					Total + VAT	97.20

18

Wood & Fauxwood Vertical Blinds

Essential Fauxwood Essential Wood Premium Fauxwood Premium Wood

Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lower	Price	Qty	Add
			mm	mm								1	+

Premium Fauxwood

#	Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lower	Price	More	Del
1	Blind 1	50mm Astr	Blind Size	1500	1500	Premium F	1500	1500	Tape	Graphite	Both Right	81.00		

Instructions for this specific blind

Order Sheet in PDF Order Sheet in EXL 80.19 81.00 1

Install blind with X

Attachments: Sketch Upload File Camera

Total Price	Fitting Charge	Accessories	I F Charge	PerMeter	Total
81.00	0.00	0.00	0.00	0.00	81.00
				VAT	16.20
				Total + VAT	97.20

19

The instructions field can be used for general instructions pertaining to the entire order.

Company Name Address Line 2 Phone Mobile Send Find

Customer Name Suburb Postcode Order number Sidemark NOT APPROVED Print(0)

Wood & Fauxwood Vertical Blinds

Essential Fauxwood Essential Wood Premium Fauxwood Premium Wood

ape	Tape	Raise / Lower	Pull Type	Universal Ext...	Hold Down Bra...	Brackets	Valance	Valance Length	Valance Notes	Valance Returns	Price	Qty	Add
	Graphite	Both Right	Matt Brass	Brown	No	Box	Standard	1500	None	No	81.00	1	+

Instructions

Attachments: Sketch Upload File Camera

Total Price	Fitting Charge	Accessories	I F Charge	PerMeter	Total
0.00	0.00	0.00	0.00	0.00	0.00
				VAT	0.00
				Total + VAT	0.00
				Discount (%)	
				Discount (€)	0.00
				Grand Total	0.00

20

Once a total value is generated, VAT will be added. From here, you can apply a discount to the price. Key in the value of discount you would like to give the customer.

#	Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lower	Price	More	Del
1	Blind 1	50mm Astr	Blind Size	1500	1500	Premium F	1500	1500	Tape	Graphite	Both Right	81.00		

Instructions for this specific blind

Order Sheet in PDF Order Sheet in EXL 80.19 81.00 1

Install blind with X

Attachments

Total Price	Fitting Charge	Accessories	I F Charge	Perimeter	Total	
81.00	0.00	0.00	0.00	0.00	81.00	
				VAT	16.20	
				Total + VAT	97.20	
				Discount (%)		
				Discount (£)	0.00	
				Grand Total	97.20	
				Deposit Description	Date	0.00
				Balance Due	97.20	Pay

Sketch Upload File Camera

Signature

£ 97.20

21

Click on the tick icon that appears next to the discount value.

NOTE: The discount will only be applied if the tick is selected.

#	Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lower	Price	More	Del
1	Blind 1	50mm Astr	Blind Size	1500	1500	Premium F	1500	1500	Tape	Graphite	Both Right	81.00		

Instructions for this specific blind

Order Sheet in PDF Order Sheet in EXL 80.19 81.00 1

Install blind with X

Attachments

Total Price	Fitting Charge	Accessories	I F Charge	Perimeter	Total	
81.00	0.00	0.00	0.00	0.00	81.00	
				VAT	16.20	
				Total + VAT	97.20	
				Discount (%)	20	
				Discount (£)	0.00	
				Grand Total	97.20	
				Deposit Description	Date	0.00
				Balance Due	97.20	Pay

Sketch Upload File Camera

Signature

£ 97.20

22

The discount can also be applied as a dollar value rather than as a percentage of the overall price.

#	Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lower	Price	More	Del
1	Blind 1	50mm Astr	Blind Size	1500	1500	Premium F	1500	1500	Tape	Graphite	Both Right	81.00		

Instructions for this specific blind

Order Sheet in PDF Order Sheet in EXL **80.19** 81.00 1

Install blind with X

Attachments

Attachment	Total Price	Fitting Charge	Accessories	I F Charge	PerMeier	Total
Sketch	81.00	0.00	0.00	0.00	0.00	81.00
Signature					VAT	16.20
					Total + VAT	97.20
					Discount (%)	00
					Discount (£)	20
					Grand Total	77.76
Deposit Description					Date	0.00
					Balance Due	77.76

£ 77.76 Pay

23

Once a deposit is collected the value that is collected can be entered into the quote. Describe the deposit in this box:

e.g. Deposit Collected 50%

#	Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lower	Price	More	Del
1	Blind 1	50mm Astr	Blind Size	1500	1500	Premium F	1500	1500	Tape	Graphite	Both Right	81.00		

Instructions for this specific blind

Order Sheet in PDF Order Sheet in EXL **80.19** 81.00 1

Install blind with X

Attachments

Attachment	Total Price	Fitting Charge	Accessories	I F Charge	PerMeier	Total
Sketch	81.00	0.00	0.00	0.00	0.00	81.00
Signature					VAT	16.20
					Total + VAT	97.20
					Discount (%)	20
					Discount (£)	20.00
					Grand Total	57.76
Deposit Description					Date	0.00
					Balance Due	57.76

£ 57.76 Pay

24 Enter the date the deposit was collected.

1 Blind 1 50mm Astr 50mm Astr Blind Size 1500 1500 Premium F 1500 1500 Tape Graphite Both Right 81.00

Instructions for this specific blind

Order Sheet in PDF Order Sheet in EXL 80.19 81.00 1

Install blind with X

Attachments

	Total Price	Fitting Charge	Accessories	I F Charge	PerMeier	Total
Sketch Upload File Camera	81.00	0.00	0.00	0.00	0.00	81.00
Signature					VAT	16.20
					Total + VAT	97.20
					Discount (%)	20
					Discount (£)	20.00
					Grand Total	57.76
				Deposit Collected	Date	0.00
					Balance Due	57.76

£ 57.76

Pay

25 Click the "0.00" field.

1 Blind 1 50mm Astr 50mm Astr Blind Size 1500 1500 Premium F 1500 1500 Tape Graphite Both Right 81.00

Instructions for this specific blind

Order Sheet in PDF Order Sheet in EXL 80.19 81.00 1

Install blind with X

Attachments

	Total Price	Fitting Charge	Accessories	I F Charge	PerMeier	Total
Sketch Upload File Camera	81.00	0.00	0.00	0.00	0.00	81.00
Signature					VAT	16.20
					Total + VAT	97.20
					Discount (%)	20
					Discount (£)	20.00
					Grand Total	57.76
				Deposit Collected	14/02/2025	0.00
					Balance Due	57.76

£ 57.76

Pay

26

Key in the **dollar value** of the deposit and select the tick box on the right. The value will now be deducted and the balance will be reflected below under 'Balance Due'.

You have now completed a quote.

To generate an order form view: [BlinQ - Printing an Order Sheet](#)

To send the quote to a customer view: [BlinQ - Sending a Quote to Customers](#)

To approve the quote view: [BlinQ - Approving a Quote](#)

Blind 1 | 50mm Astr | Blind Size | 1500 | 1500 | Premium F | 1500 | 1500 | Tape | Graphite | Both Right | 81.00

Instructions for this specific blind

Order Sheet in PDF | Order Sheet in EXL | 80.19 | 81.00 | 1

Install blind with X

Attachments: Sketch, Upload File, Camera

	Total Price	Fitting Charge	Accessories	I F Charge	PerMeier	Total
	81.00	0.00	0.00	0.00	0.00	81.00
					VAT	16.20
					Total + VAT	97.20
					Discount (%)	20
					Discount (£)	20.00
					Grand Total	57.76
					Deposit Collected	14/02/2025 20 ✓
					Balance Due	57.76 Pay

£ 57.76

27

To collect a customer signature on the spot, click the signature button. This will pull up a pop-up that will allow your customer to sign digitally.

The screenshot shows a software interface with a list of items at the top. Below the list are buttons for 'Order Sheet in PDF' and 'Order Sheet in EXL', and a total price of 369.00. A 'Signature' button is highlighted with a red circle. Below the list is a table with columns: Total Price, Fitting Charge, Accessories, I F Charge, PerMeter, and Total. The table shows a total price of 369.00, VAT of 73.80, and a Grand Total of 442.80. A large red price display shows £ 442.80. At the bottom right, there is a 'Pay' button.

Total Price	Fitting Charge	Accessories	I F Charge	PerMeter	Total
369.00	0.00	0.00	0.00	0.00	369.00
				VAT	73.80
				Total + VAT	442.80
				Discount (%)	0
				Discount (£)	0.00
				Grand Total	442.80

£ 442.80

28

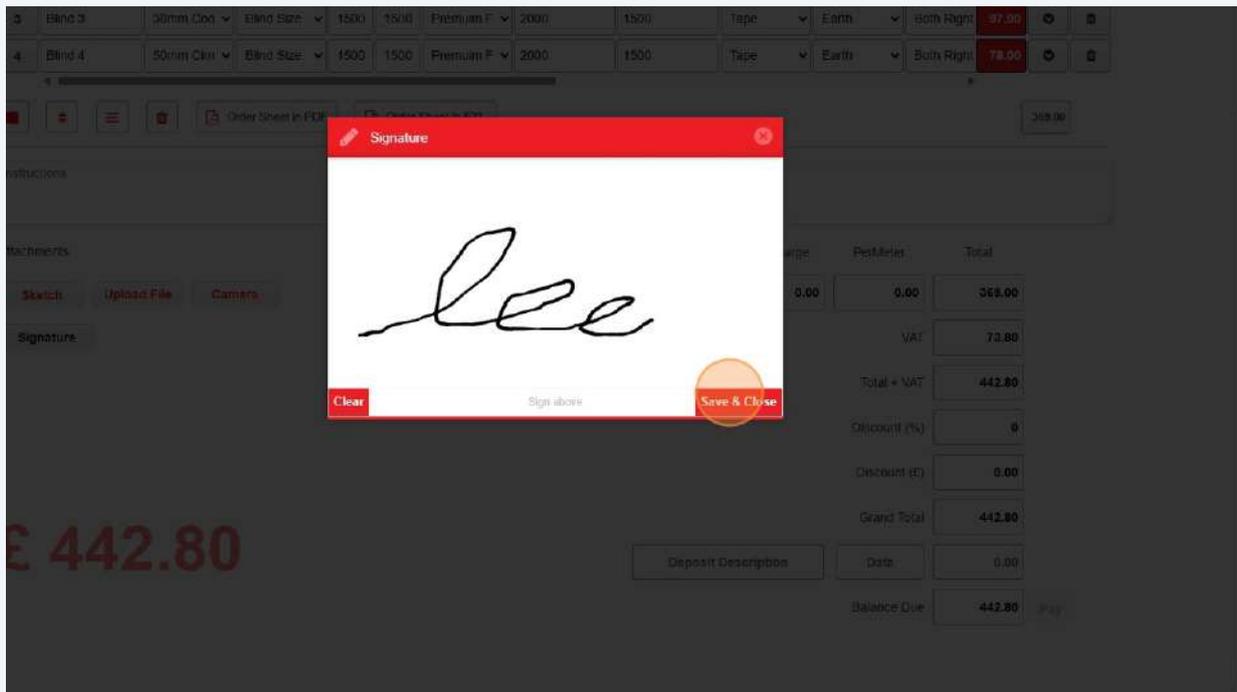
Pass your BlinQ tablet to the customer to sign

The screenshot shows the same software interface as in the previous image, but with a 'Signature' pop-up window overlaid. The pop-up window has a red header and a white body. It contains a 'Clear' button, a 'Sign above' instruction, and a 'Save & Close' button. The background interface is dimmed, showing the same list of items, summary table, and price display as in the previous image.

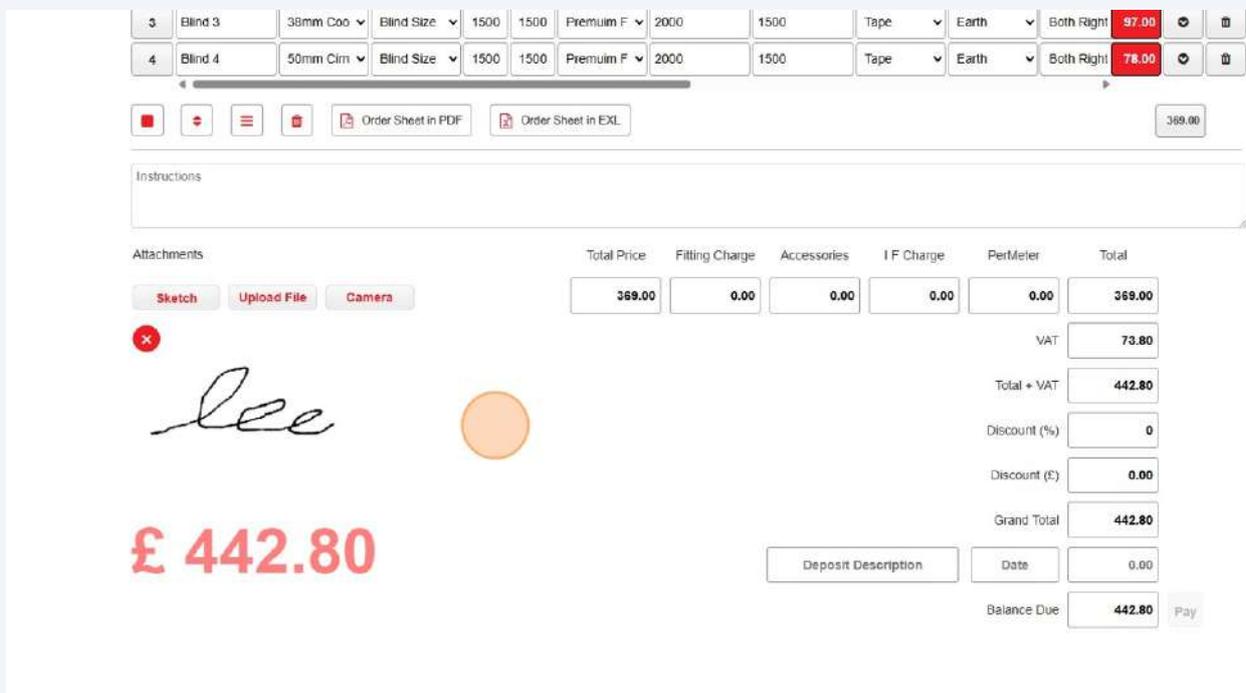
Signature

Clear Sign above Save & Close

29 Click "Save & Close"



30 The signature will now appear on the quote page.



31

To generate a customer copy of the quote, scroll back to the top of the page and click 'print'

Apollo Blinds [Test] DATE: 11/02/2025 TIME: 11:22:25 AM
USER: HARRY FRICKLETON
LAST SAVED ON: 11/02/2025 11:16:26 AM

202250034 11 Tian.AhnLeow@hdgroupuk.com Records

apollo Blinds [Test] Friar Lane 07496624289 Mobile

Harry Frickleton Singapore NG1 6DQ Order number Sidemark NOT APPROVED

Wood & Fauxwood Vertical Blinds

Essential Fauxwood Essential Wood Premium Fauxwood Premium Wood

Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Valance Length	Install Height	Control Length	Cord / Tape	Brackets	Price	Qty	Add
			mm	mm								1	+

remium Fauxwood

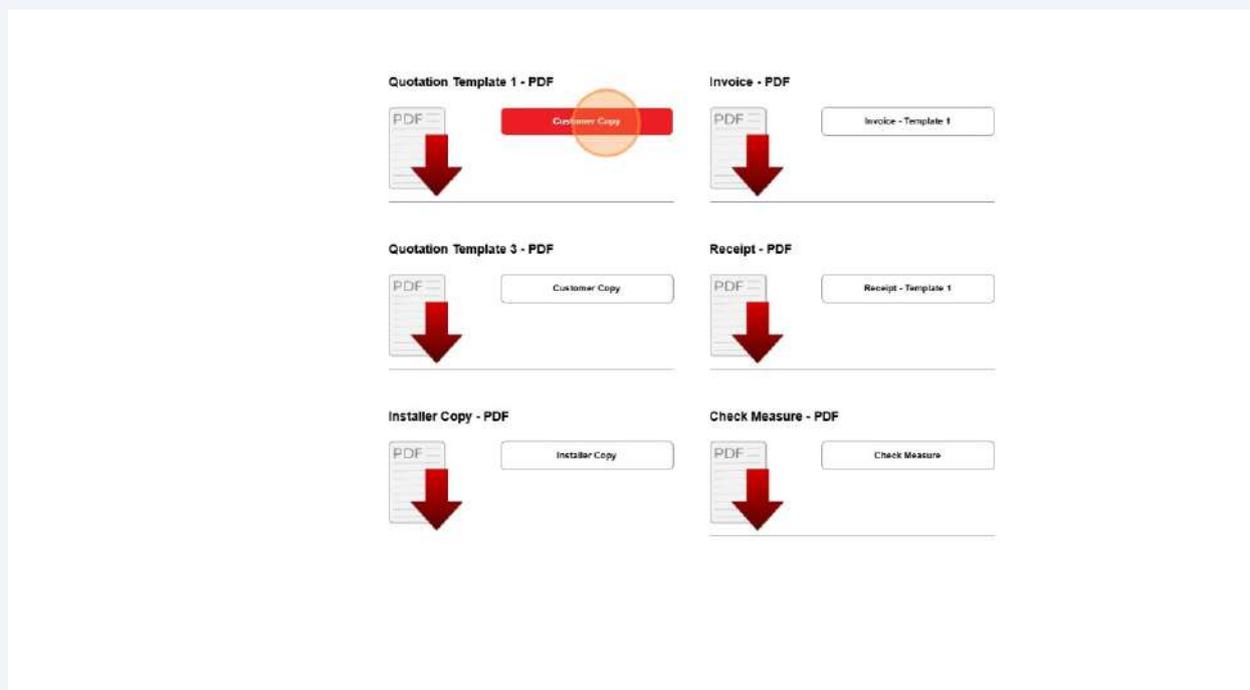
#	Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lowe	Price	More	Del
1	Blind 1	38mm Coo	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		
2	Blind 2	38mm Coo	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		
3	Blind 3	38mm Coo	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		
4	Blind 4	50mm Cirm	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	78.00		

369.00

32

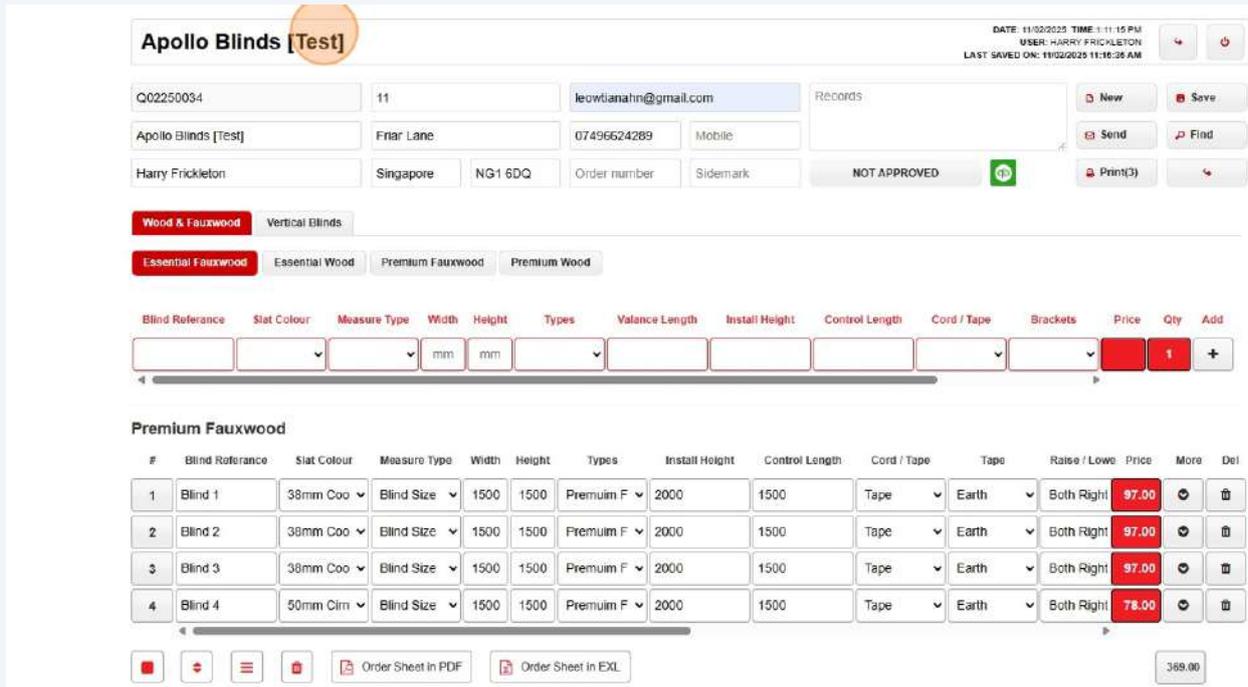
Click "Customer Copy". This will generate a PDF document that can be sent to your customer. Their signature will also be visible on the quotation.

NOTE: Measurements and specifications will not be included on the customer copy.



Send Customer Quote Using Email Template

1 The guide will show you how to send a customer their quote.



Apollo Blinds [Test]

DATE: 11/02/2025 TIME: 11:15 PM
USER: HARRY FRICKLETON
LAST SAVED ON: 11/02/2025 11:10:30 AM

Q02250034 11 leowtianah@gmail.com Records

Apollo Blinds [Test] Friar Lane 07496524289 Mobile

Harry Frickleton Singapore NG1 6DQ Order number Sidemark NOT APPROVED

Buttons: New, Save, Send, Find, Print()

Wood & Fauxwood Vertical Blinds

Essential Fauxwood Essential Wood Premium Fauxwood Premium Wood

Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Valance Length	Install Height	Control Length	Cord / Tape	Brackets	Price	Qty	Add
			mm	mm								1	+

Premium Fauxwood

#	Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lower	Price	More	Del
1	Blind 1	38mm Coo	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		
2	Blind 2	38mm Coo	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		
3	Blind 3	38mm Coo	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		
4	Blind 4	50mm Cirm	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	78.00		

Buttons: Order Sheet in PDF, Order Sheet in EXL, 369.00

2

You have drawn up a quote and would like to send your customer a copy. Check that the balance due is correct and that the deposit collection has been recorded.

The screenshot shows a quote management interface. At the top, there are two rows of items:

3	Blind 3	38mm Coo	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00
4	Blind 4	50mm Ciri	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	78.00

Below the items, there are buttons for "Order Sheet in PDF" and "Order Sheet in EXL" with a total of 369.00. The "Attachments" section includes a "Sketch" button and a handwritten signature. A summary table on the right shows the following values:

Total Price	369.00	
Fitting Charge	0.00	
Accessories	0.00	
I F Charge	0.00	
PerMeier	0.00	
Total	369.00	
VAT	73.80	
Total + VAT	442.80	
Discount (%)	0	
Discount (£)	0.00	
Grand Total	442.80	
Deposit Description	Date	0.00
Balance Due	442.80	Pay

3

Navigate back to the top-right of the page. Save the changes made to the quote.

NOTE: BlinQ automatically saves most changes but it is best practice to click the save button as this ensures the quote is saved across all functions

The screenshot shows the "Apollo Blinds [Test]" interface. At the top right, there is a "Save" button highlighted with an orange circle. Below the navigation bar, there are several input fields for customer and contact information. A "Records" section is visible. Below that, there are tabs for "Wood & Fauxwood" and "Essential Fauxwood". A table of items is shown with columns for Blind Reference, Slat Colour, Measure Type, Width, Height, Types, Valance Length, Install Height, Control Length, Cord / Tape, Brackets, Price, Qty, and Add. The items listed are:

#	Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lower	Price	More	Del
1	Blind 1	38mm Coo	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		
2	Blind 2	38mm Coo	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		
3	Blind 3	38mm Coo	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		
4	Blind 4	50mm Ciri	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	78.00		

At the bottom, there are buttons for "Order Sheet in PDF" and "Order Sheet in EXL" with a total of 369.00.

4

Click the 'Send' button once pricing has been confirmed.

Apollo Blinds [Test] DATE: 11/02/2025 TIME: 11:47 PM
USER: HARRY FRICKLETON
LAST SAVED ON: 11/02/2025 11:16:36 AM

202250034 11 leowtianahn@gmail.com Records New Save

Apollo Blinds [Test] Friar Lane 07496624289 Mobile Send Find

Harry Frickleton Singapore NG1 6DQ Order number Sidemark NOT APPROVED Print(3)

Wood & Fauxwood Vertical Blinds

Essential Fauxwood Essential Wood Premium Fauxwood Premium Wood

Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Valance Length	Install Height	Control Length	Cord / Tape	Brackets	Price	Qty	Add
			mm	mm								1	+

remium Fauxwood

#	Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lower	Price	More	Del
1	Blind 1	38mm Coo	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		
2	Blind 2	38mm Coo	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		
3	Blind 3	38mm Coo	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		
4	Blind 4	50mm Cirm	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	78.00		

Order Sheet in PDF Order Sheet in EXL 369.00

6

Proceed to the top-right drop down and select any of the email templates

NOTE: These templates can be customised. There are a maximum of 3 default formats you can select.

Do you want to send this quote to customer? ✕

Quote Template 1

Normal Font Size

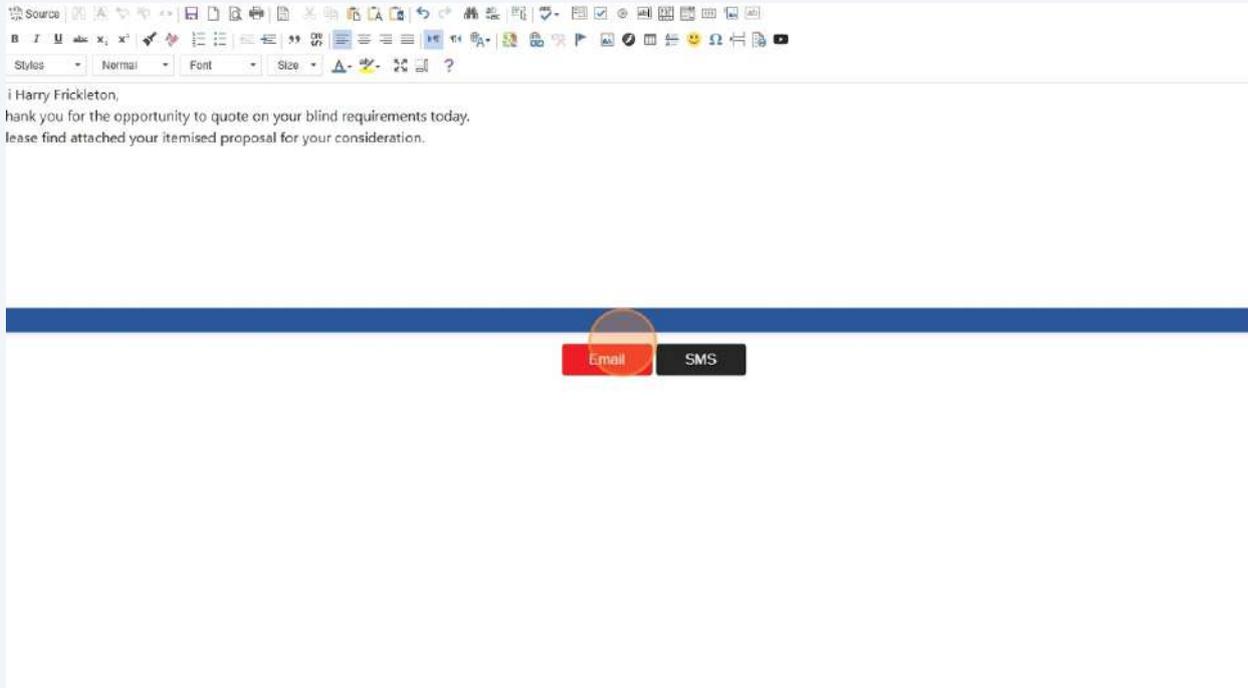
ppportunity to quote on your blind requirements today.
I your itemised proposal for your consideration.

Email SMS

7

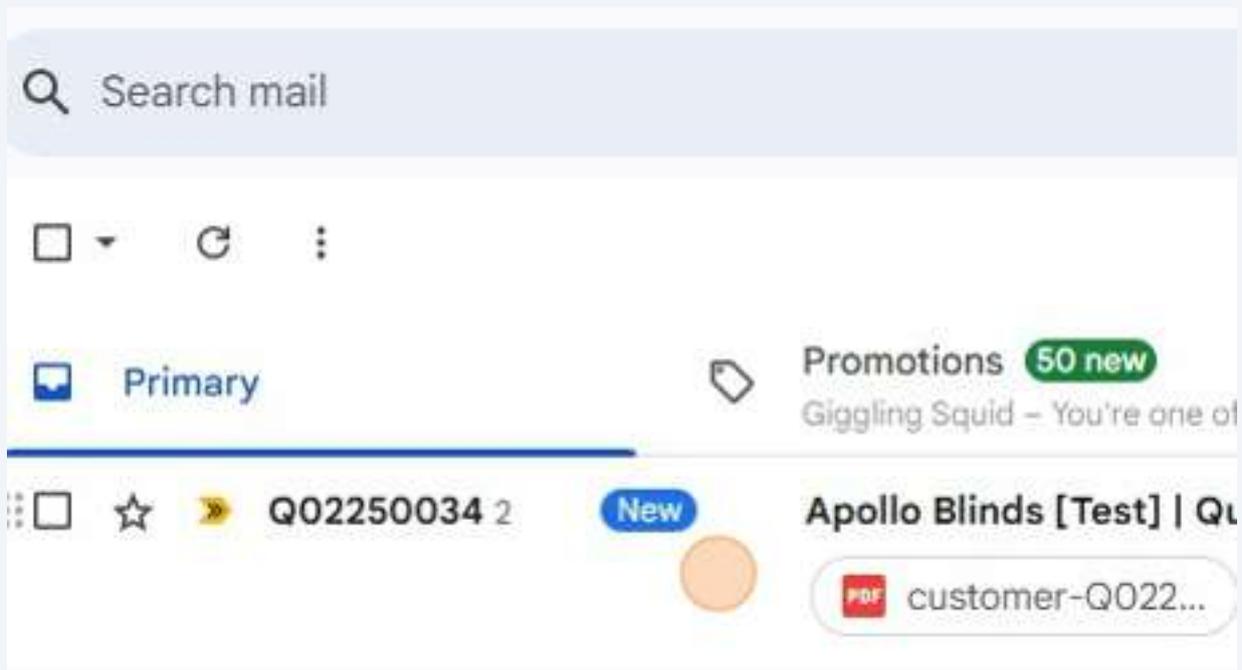
Modify the message content by using the text box. Once that's finished, click 'Email' to send a quote by email or 'SMS' to send a text message

NOTE: These options only function if a customer email/ number has been recorded on the quotation page. The SMS function only functions with a network plan that is SMS-enabled .

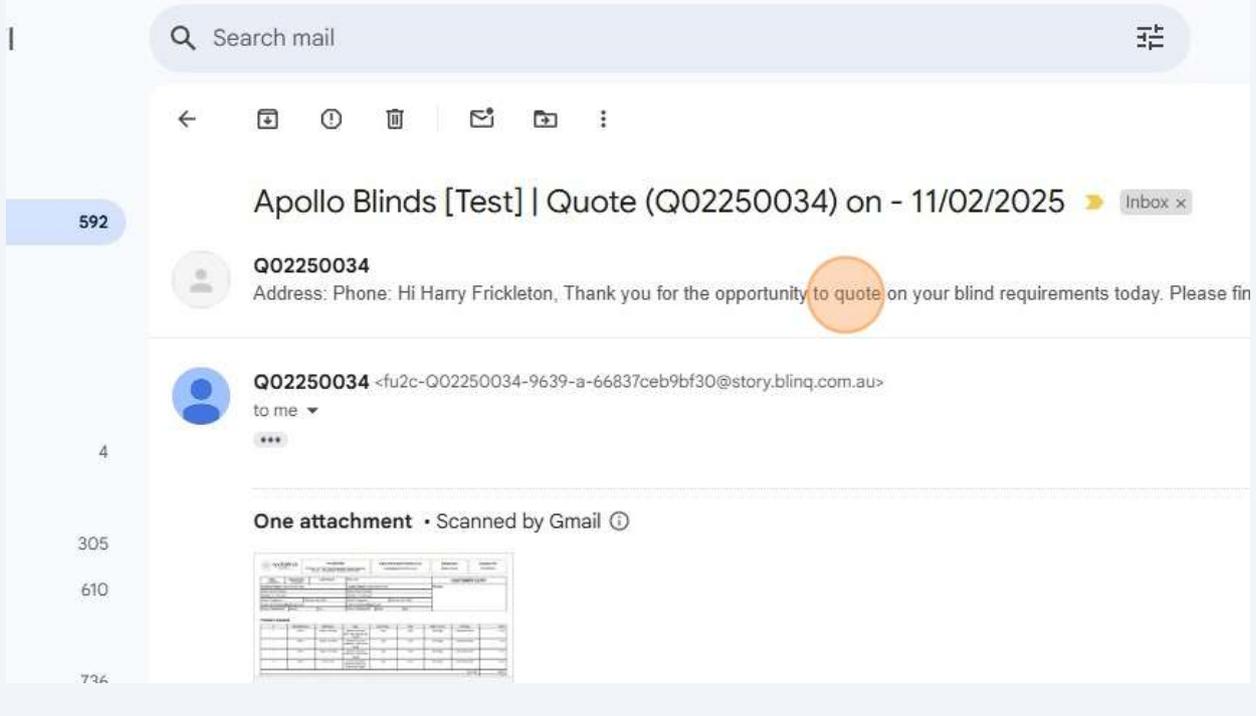


8

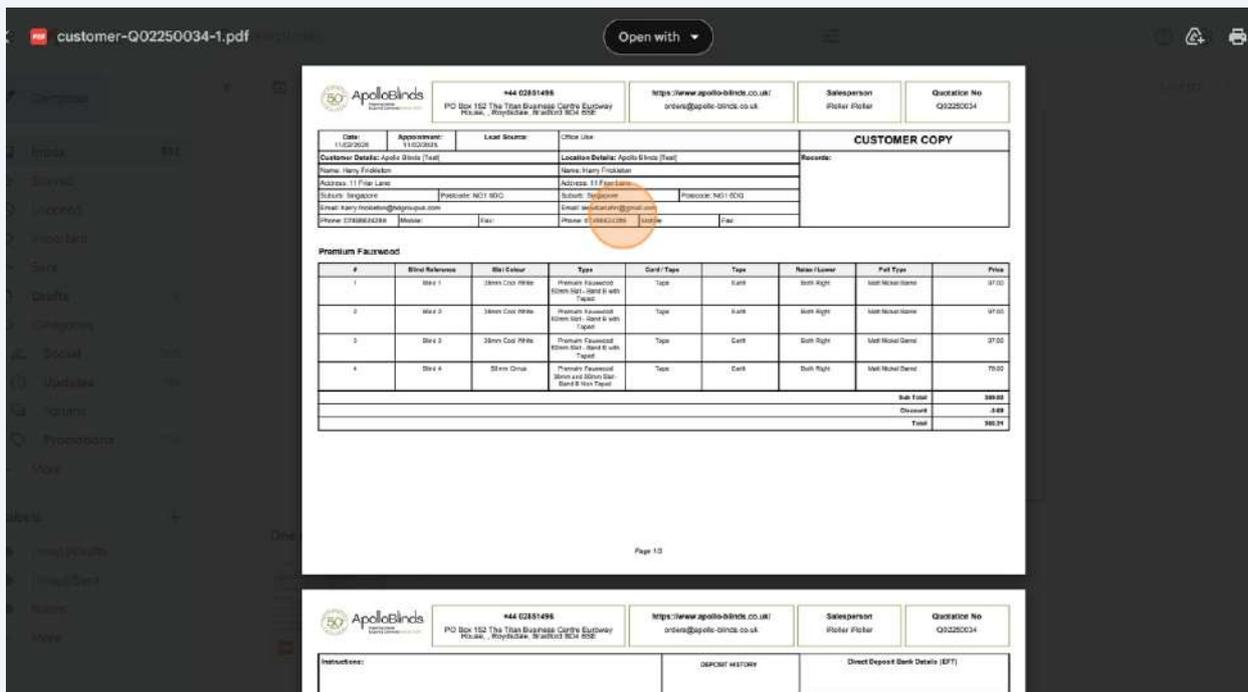
Once the email is sent, the customer will receive an email from your BlinQ account containing the message you have preset and other relevant contact information.



9 The quote will be received as a PDF document that the customer can view



10 The quotation will contain the pricing information but no technical specification.



11

If there has been no signature attached previously, the customer can easily sign the e-copy by clicking on the 'Acceptance of Quotation' box on the left, and return the quote for approval.

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Apollo +44 22051496 <https://www.apollo-bills.co.uk/> Salesperson: J/Poller (Poller) Quotation No: Q0223004
 PO Box 152 The Tran Business Centre Parkway Woking, Surrey, Surrey GU24 0SE orders@apollo-bills.co.uk

SIGNATURES:	ORDER HISTORY	Direct Deposit Bank Detail (EFT)	
		Quote No. Required with electronic deposits	
		TOTAL PR-CE	265.37
		VAT	75.00
GRAND TOTAL		438.37	
ACCEPTANCE OF QUOTATION	FITTED & OPERATING TO MY SATISFACTION	BITTER	BALANCE
<i>lee</i>	NAME: SIGNATURE:	DATE FITTED:	438.37

Terms and Conditions

12

Apollo Terms and Conditions are attached as the last page of the quote.

Terms and Conditions

These terms and conditions ("Terms") apply to all quotes and orders on the terms of the Terms and Conditions set out in this document. These terms and conditions apply to the extent of your order and any other terms and conditions that may apply to your order. These terms and conditions apply to the extent of your order and any other terms and conditions that may apply to your order.

1. **SCOPE OF TERMS**
 These terms and conditions apply to all quotes and orders on the terms of the Terms and Conditions set out in this document. These terms and conditions apply to the extent of your order and any other terms and conditions that may apply to your order.

2. **DEFINITIONS**
 The following definitions apply to the terms and conditions set out in this document. These terms and conditions apply to the extent of your order and any other terms and conditions that may apply to your order.

3. **ORDER PROCESSING**
 The following provisions apply to the order processing and delivery of your order. These terms and conditions apply to the extent of your order and any other terms and conditions that may apply to your order.

4. **WARRANTY AND LIMITATION OF REMEDY**
 The following provisions apply to the warranty and limitation of remedy for your order. These terms and conditions apply to the extent of your order and any other terms and conditions that may apply to your order.

5. **ASSIGNMENT**
 The following provisions apply to the assignment of your order. These terms and conditions apply to the extent of your order and any other terms and conditions that may apply to your order.

6. **FORCE MAJEURE**
 The following provisions apply to the force majeure events for your order. These terms and conditions apply to the extent of your order and any other terms and conditions that may apply to your order.

7. **ENTIRE AGREEMENT**
 The following provisions apply to the entire agreement for your order. These terms and conditions apply to the extent of your order and any other terms and conditions that may apply to your order.

8. **NOTICE**
 The following provisions apply to the notice requirements for your order. These terms and conditions apply to the extent of your order and any other terms and conditions that may apply to your order.

9. **SEVERABILITY**
 The following provisions apply to the severability of your order. These terms and conditions apply to the extent of your order and any other terms and conditions that may apply to your order.

10. **GOVERNING LAW**
 The following provisions apply to the governing law for your order. These terms and conditions apply to the extent of your order and any other terms and conditions that may apply to your order.

How to Send a Purchase Order

1

This guide will show you how to submit a PO once your customer quote has been approved, starting from your home page.

The screenshot shows the ApolloBlinds web application interface. At the top, there is a navigation bar with tabs for 'Customers', 'Leads & Quotes', and 'Job's'. Below this is a search bar for 'Filter Customers' and date pickers. A dashboard section displays summary cards for 'Leads & Quotes' (33), 'Jobs' (11), 'Purchase Orders' (22), 'Suppliers' (2), and 'Wholesale' (1). The main area features a table with columns for Name, Address, Preferred Contact, Leads, Jobs, POs, Created By, Assigned To, and Click to View Notes. The table contains several rows of data, including entries for 'Harry Frickleton' and 'T.L.' with associated counts and contact information.

Name	Address	Preferred Contact	Leads	Jobs	POs	Created By	Assigned To	Click to View Notes
0048	N/A	N/A	0	0	0	Harry	N/A	View
0047	Harry Frickleton 11 Friar Lane Singapore NG1 6DQ	N/A	1	1	0	Harry	iRoller iRoller	View
0046	Harry Frickleton 11 Friar Lane Singapore NG1 6DQ	leowfanah@gmail.c...	0	0	0	Harry	N/A	View
0045	Harry Frickleton 11 Friar Lane Singapore NG1 6DQ	N/A	1	1	0	Harry	N/A	View
0044	N/A	N/A	1	0	0	Harry	N/A	View
0043	Harry Frickleton 11 Friar Lane Singapore NG1 6DQ	harry.frickleton@hdgr...	1	0	0	Harry	Matt Thomas	View
0042	N/A	N/A	1	0	0	Harry	N/A	View
0041	N/A	N/A	1	0	0	Harry	N/A	View
0034	T.L. New York 10036	N/A	1	1	2	Harry	Harry Frickleton	View

2

From the customers page, click the "Job's" tab. This will pull up a list of all your jobs

NOTE: A customer will only appear in the job section once a quote has been approved.

Created	No	Name	Address	Preferred Contact	Leads	Jobs	POs	Created By	Assigned To	Click to View Notes
10 Feb 2025	C250048		N/A	N/A	0	0	0	Harry	N/A	
11 Feb 2025	C250047	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	N/A	1	1	0	Harry	iRoller iRoller	
11 Feb 2025	C250046	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	leofunahn@gmail.c...	0	0	0	Harry	N/A	
11 Feb 2025	C250045	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	N/A	1	1	0	Harry	N/A	
10 Feb 2025	C250044		N/A	N/A	1	0	0	Harry	N/A	
10 Feb 2025	C250043	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	harry.frickleton@hdgr...	1	0	0	Harry	Matt Thomas	
07 Feb 2025	C250042		N/A	N/A	1	0	0	Harry	N/A	
06 Feb 2025	C250041		N/A	N/A	1	0	0	Harry	N/A	
27 Jan 2025	C250034	T.L.	New York 10036	N/A	1	1	2	Harry	Harry Frickleton	

3 Here, you should see a list of all your current jobs.

NOTE: A customer will only appear in the job section once a quote has been approved.

The screenshot shows the ApolloBlinds software interface. At the top, there is a navigation bar with tabs for 'Customers', 'Leads & Quotes', and 'Job's'. Below this is a search bar for 'Filter Jobs' and date pickers. The main area displays a table of jobs with columns: Created, Job #, Name, Address, Order No, Sidemark, Product, ETC, Status, G. Total, and Balance. The first job is highlighted, and its 'Job #' (J0016) is circled in orange. Below the table, it says 'Showing 1 to 3 of 3'.

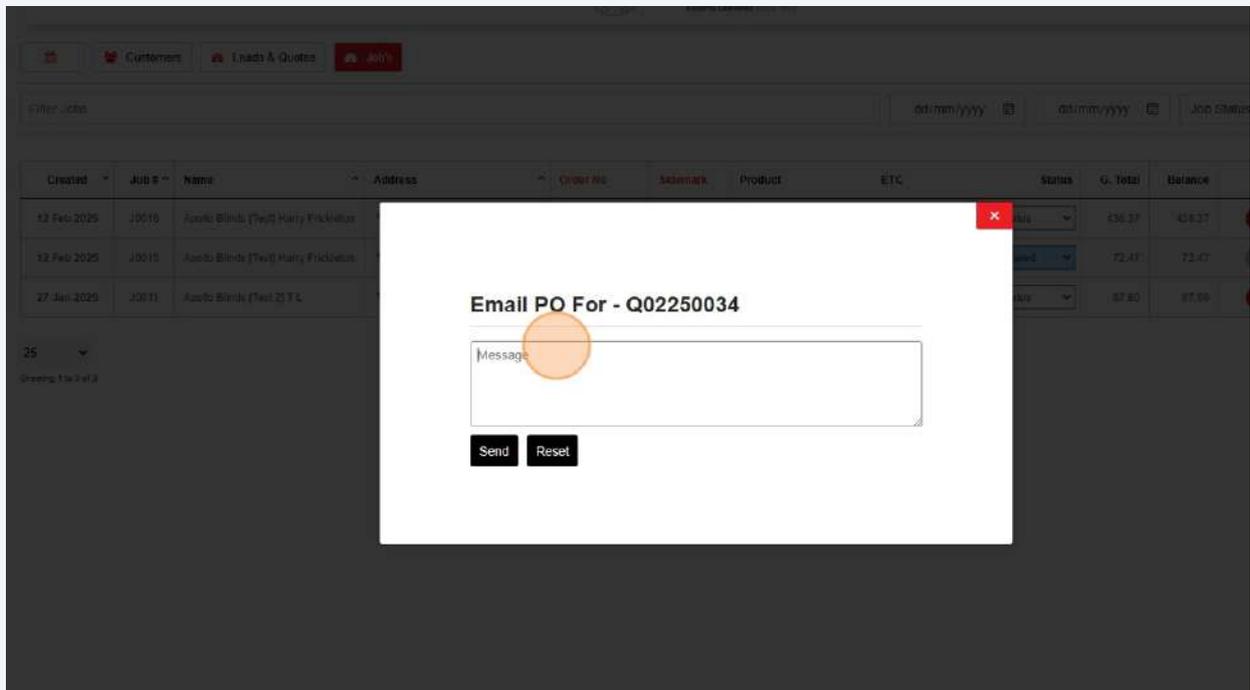
Created	Job #	Name	Address	Order No	Sidemark	Product	ETC	Status	G. Total	Balance
12 Feb 2025	J0016	Apollo Blinds [Test] Harry Frickleton	11 Fnrar Lane Singapo...			Premium Faulow...	dd/mm/yyyy	Status	438.37	438.37
12 Feb 2025	J0015	Apollo Blinds [Test] Harry Frickleton	11 Fnrar Lane Singapo...			Essential Faulow...	21/02/2025	Ordered	72.47	72.47
27 Jan 2025	J0011	Apollo Blinds [Test 2] T L	New York 10036	1		Essential Faulow...	dd/mm/yyyy	Status	87.60	87.60

4 To submit a PO, click the switch on the right of the customer line. This will automatically send your PO to Apollo HO, orders@apollo-blinds.co.uk

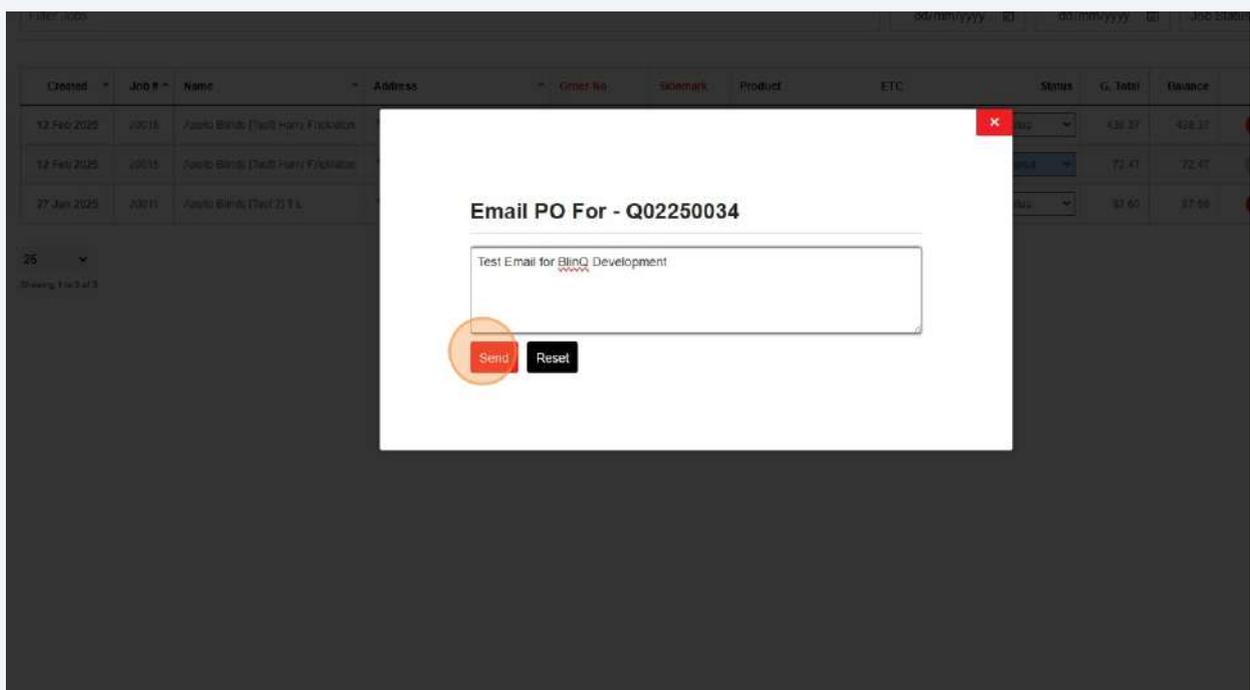
The screenshot shows the ApolloBlinds software interface. At the top, there is a navigation bar with tabs for 'Customers', 'Leads & Quotes', and 'Job's'. Below this is a search bar for 'Filter Jobs' and date pickers. The main area displays a table of jobs with columns: Job #, Name, Address, Order No, Sidemark, Product, ETC, Status, G. Total, and Balance. The first job is highlighted, and a switch on the right of the customer line is circled in orange. Below the table, it says 'Showing 1 to 3 of 3'.

Job #	Name	Address	Order No	Sidemark	Product	ETC	Status	G. Total	Balance
016	Apollo Blinds [Test] Harry Frickleton	11 Fnrar Lane Singapo...			Premium Faulow...	dd/mm/yyyy	Status	438.37	438.37
015	Apollo Blinds [Test] Harry Frickleton	11 Fnrar Lane Singapo...			Essential Faulow...	21/02/2025	Ordered	72.47	72.47
011	Apollo Blinds [Test 2] T L	New York 10036	1		Essential Faulow...	dd/mm/yyyy	Status	87.60	87.60

5 Type your email in the text box.



6 Click "Send". This will send your Purchase Order. If your email has been sent the words "Email successfully sent" will appear in green and the dialogue box will close.



7

The switch button will now be highlighted red, indicating that the PO has been sent to Apollo HO.

The screenshot shows the ApolloBlinds web application interface. At the top, there is a navigation bar with the ApolloBlinds logo (50th Anniversary) and the text "Inspiring Ideas Exceeding Deliveries Since 1972". Below the logo, there are tabs for "Customers", "Leads & Quotes", and "Job's". On the right side of the navigation bar, there are buttons for "Profile" and "Logout". Below the navigation bar, there are two date input fields (dd/mm/yyyy) and a "Job Status" dropdown menu with a "Go" button. The main content area features a table with the following columns: "Job #", "Name", "Address", "Order No", "Sidemark", "Product", "ETC", "Status", "G. Total", "Balance", and a set of action buttons. The table contains three rows of data:

Job #	Name	Address	Order No	Sidemark	Product	ETC	Status	G. Total	Balance	Action Buttons
016	Apollo Blinds [Test] Harry Frickleton	11 Friar Lane Singapo...			Premium Fauxw...	dd/mm/yyyy	Status	438.37	438.37	Switch (Red), Up, Down, Chat
015	Apollo Blinds [Test] Harry Frickleton	11 Friar Lane Singapo...			Essential Fauxw...	21/02/2025	Ordered	72.47	72.47	Switch (Grey), Up, Down, Chat
011	Apollo Blinds [Test 2] T.L.	New York 10036	1		Essential Fauxw...	dd/mm/yyyy	Status	87.60	87.60	Switch (Red), Up, Down, Chat

A red circle highlights the switch button for order 016, which is currently in the "On" position. A small "1" icon is visible in the bottom right corner of the table area.

8

To view the customer story, click on the text bubble button on the right of the customer name.

The screenshot shows the ApolloBlinds web application interface, identical to the previous one. The main content area features a table with the same columns and data as above. The table contains three rows of data:

Job #	Name	Address	Order No	Sidemark	Product	ETC	Status	G. Total	Balance	Action Buttons
016	Apollo Blinds [Test] Harry Frickleton	11 Friar Lane Singapo...			Premium Fauxw...	dd/mm/yyyy	Status	438.37	438.37	Switch (Red), Up, Down, Chat, Text Bubble
015	Apollo Blinds [Test] Harry Frickleton	11 Friar Lane Singapo...			Essential Fauxw...	21/02/2025	Ordered	72.47	72.47	Switch (Grey), Up, Down, Chat
011	Apollo Blinds [Test 2] T.L.	New York 10036	1		Essential Fauxw...	dd/mm/yyyy	Status	87.60	87.60	Switch (Red), Up, Down, Chat

A red circle highlights the text bubble button for order 016, which is located to the right of the customer name. A small "1" icon is visible in the bottom right corner of the table area.

9 In the customer story, it will not reflect that the PO has been sent.

The screenshot displays a customer story interface. At the top, there are two panels: 'Customer Detail' and 'Quote Detail'. The 'Customer Detail' panel includes fields for Customer No (C250047), Company Name (Apollo Blinds [Test]), Full Name (Harry Frickleton), Address (11, Friar Lane, Singapore...), Email (harry.frickleton@bh.dgrouuk...), Telephone (07496624289), and Mobile. The 'Quote Detail' panel includes Quote # (Q02250034), Company Name (Apollo Blinds [Test]), Full Name (Harry Frickleton), Address (11, Friar Lane, Singapo...), Email (isovtianahnn@gmail.com), Telephone (07496624289), and Mobile. Below these panels are buttons for 'Open Quote', 'Make Appointment', and a trash icon with '0'. The 'Subject' section shows a list of messages: 'PO P002250023 emailed at 02:18:09 PM', 'Job approved J0016', and two instances of 'Quote Status has been removed'. Each message has a date of 'Harry - February 12, 2025' and various action icons.

10 To view the total number of Purchase Orders you have sent, navigate to the top left of the page and click the customer button.

The screenshot shows the ApolloBlinds dashboard. At the top, there is a logo for '50th Anniversary ApolloBlinds' and a navigation bar with tabs for 'Customers', 'Leads & Quotes', and 'Job's'. Below the navigation bar is a 'Search Wording' field. The main content area features the same 'Customer Detail' and 'Quote Detail' panels as seen in the previous screenshot. Below these panels are buttons for 'Open Quote', 'Make Appointment', and a trash icon with '0'. The 'Subject' section shows a list of messages: 'PO P002250023 emailed at 02:18:09 PM', 'Job approved J0016', and 'Quote Status has been removed'. Each message has a date of 'Harry - February 12, 2025' and various action icons.

11 Your total number of POs will be reflected on your home screen.

ApolloBlinds
Inspiring Ideas
Expertly Delivered Since 1972

Stickers Leads & Quotes Job's Profile Logout

Quick Quote Filter Customers dd/mm/yyyy dd/mm/yyyy Go

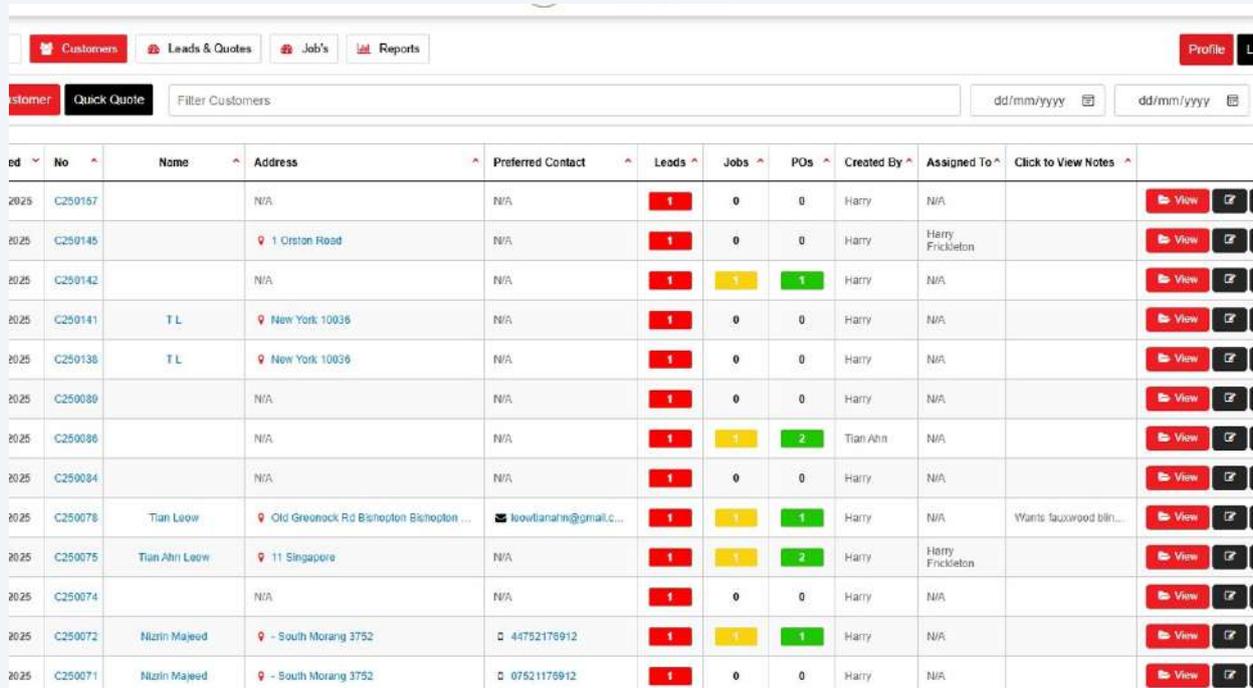
Leads & Quotes 33 Jobs 11 Purchase Orders 23 Suppliers 2 Wholesale 1

Name	Address	Preferred Contact	Leads	Jobs	POs	Created By	Assigned To	Click to View Notes
1048	N/A	N/A	0	0	0	Harry	N/A	View
1047	Harry Frickleton 11 Friar Lane Singapore NG1 6DO	N/A	1	1	1	Harry	iRoller iRoller	View
1046	Harry Frickleton 11 Friar Lane Singapore NG1 6DO	leowlianah@gmail.c...	0	0	0	Harry	N/A	View
1045	Harry Frickleton 11 Friar Lane Singapore NG1 6DO	N/A	1	1	0	Harry	N/A	View
1044	N/A	N/A	1	0	0	Harry	N/A	View
1043	Harry Frickleton 11 Friar Lane Singapore NG1 6DO	harry.frickleton@hdgr...	1	0	0	Harry	Matt Thomas	View
1042	N/A	N/A	1	0	0	Harry	N/A	View
1041	N/A	N/A	1	0	0	Harry	N/A	View
1034	T L New York 10036	N/A	1	1	2	Harry	Harry Frickleton	View

Adding a Staff Member in BlinQ

1

This guide will show you how to add a staff member for your business from the home page.



The screenshot shows the ApolloBlinds BlinQ system interface. At the top, there are navigation tabs for 'Customers', 'Leads & Quotes', 'Job's', and 'Reports'. Below these is a search bar for 'Filter Customers' and date pickers. The main content is a table with the following columns: 'No', 'Name', 'Address', 'Preferred Contact', 'Leads', 'Jobs', 'POs', 'Created By', 'Assigned To', and 'Click to View Notes'. Each row represents a customer record with corresponding data and status indicators.

ed	No	Name	Address	Preferred Contact	Leads	Jobs	POs	Created By	Assigned To	Click to View Notes
2025	C250157		N/A	N/A	1	0	0	Harry	N/A	View
2025	C250145		1 Orston Road	N/A	1	0	0	Harry	Harry Frickleton	View
2025	C250142		N/A	N/A	1	1	1	Harry	N/A	View
2025	C250141	T L	New York 10036	N/A	1	0	0	Harry	N/A	View
2025	C250138	T L	New York 10036	N/A	1	0	0	Harry	N/A	View
2025	C250089		N/A	N/A	1	0	0	Harry	N/A	View
2025	C250086		N/A	N/A	1	1	2	Tian Ahn	N/A	View
2025	C250084		N/A	N/A	1	0	0	Harry	N/A	View
2025	C250078	Tian Leow	Old Greenock Rd Bishopston Bishopston ...	loovlianaah@gmail.c...	1	1	1	Harry	N/A	Wants fauxwood blin...
2025	C250075	Tian Ahn Leow	11 Singapore	N/A	1	1	2	Harry	Harry Frickleton	View
2025	C250074		N/A	N/A	1	0	0	Harry	N/A	View
2025	C250072	Nizrin Majeed	- South Morang 3752	44752176912	1	1	1	Harry	N/A	View
2025	C250071	Nizrin Majeed	- South Morang 3752	07521176912	1	0	0	Harry	N/A	View

2 Navigate to the top right of your screen and click the profile button.

The screenshot shows the ApolloBlinds CRM interface. At the top, there's a navigation bar with buttons for 'Stoppers', 'Leads & Quotes', 'Job's', and 'Reports'. A 'Profile' button is circled in red in the top right corner. Below the navigation bar is a search area with 'Filter Customers' and date pickers. The main content is a table with columns: Name, Address, Preferred Contact, Leads, Jobs, PDs, Created By, Assigned To, and Click to View Notes. The table contains 11 rows of customer data.

Name	Address	Preferred Contact	Leads	Jobs	PDs	Created By	Assigned To	Click to View Notes
J157	N/A	N/A	1	0	0	Harry	N/A	View
J145	1 Orston Road	N/A	1	0	0	Harry	Harry Frickleton	View
J142	N/A	N/A	1	1	1	Harry	N/A	View
J141	T.L. New York 10036	N/A	1	0	0	Harry	N/A	View
J138	T.L. New York 10036	N/A	1	0	0	Harry	N/A	View
J089	N/A	N/A	1	0	0	Harry	N/A	View
J086	N/A	N/A	1	1	2	Tian Ahn	N/A	View
J084	N/A	N/A	1	0	0	Harry	N/A	View
J078	Tian Loow Old Greenock Rd Bishopton...	jeovtianahn@gmail.c...	1	1	1	Harry	N/A	Wants lauswood blin...
J075	Tian Ahn Loow 11 Singapore	N/A	1	1	2	Harry	Harry Frickleton	View
J074	N/A	N/A	1	0	0	Harry	N/A	View

3 Once you have navigated to the profile page scroll to the bottom and click on users.

The screenshot shows a profile settings page with a list of menu items: Business Details, Financial Details, Logo and Banner, Email Settings, SMS Settings, and Users. The 'Users' item is circled in red. A 'Submit' button is located at the bottom right of the page.

- 4 Enter the information for your fitter or staff member.

SMS Settings

Users

Add New User

First Name

Last Name

Email

Add User **Reset**

Added Users:

- 5 Input the email that your fitter will be using. Ensure that that email is an account they use frequently.

Add New User

John

Doe

Email

Add User **Reset**

Added Users:

1	Tian Ahn Leow (Tian.AhnLeow@hdgroupuk.com)
---	--

6 Once all their information has been added, press 'Add User'.

Add New User

John

Doe

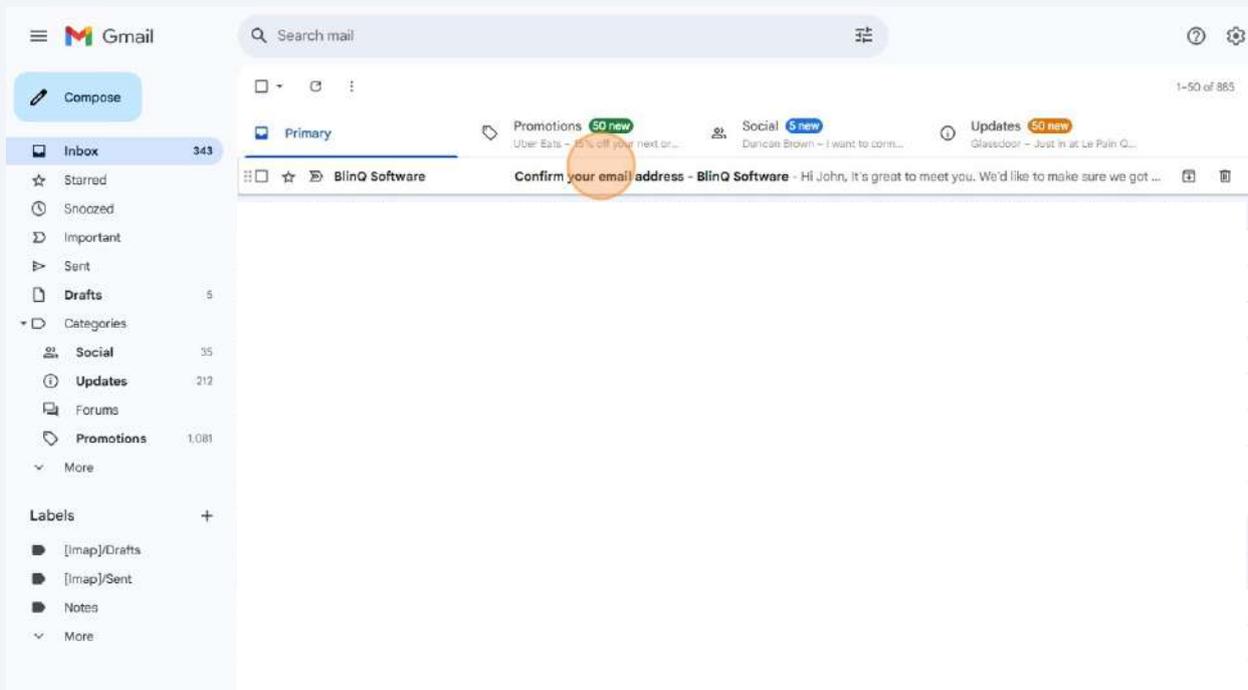
leowtianahn@gmail.com

Add User Reset

Added Users:

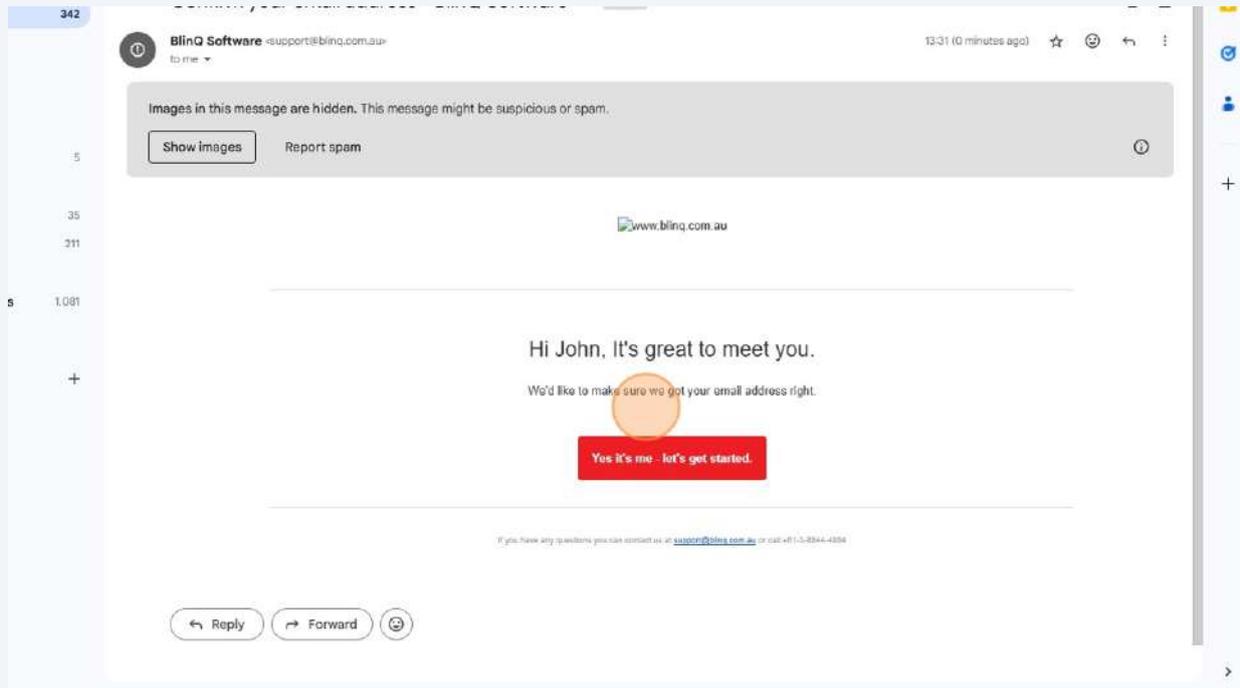
1	Tian Ahn Leow (Tian.AhnLeow@hdgroupuk.com)
---	--

7 Your fitter should have received an email from BlinQ that indicates for them to create an account and sign in.



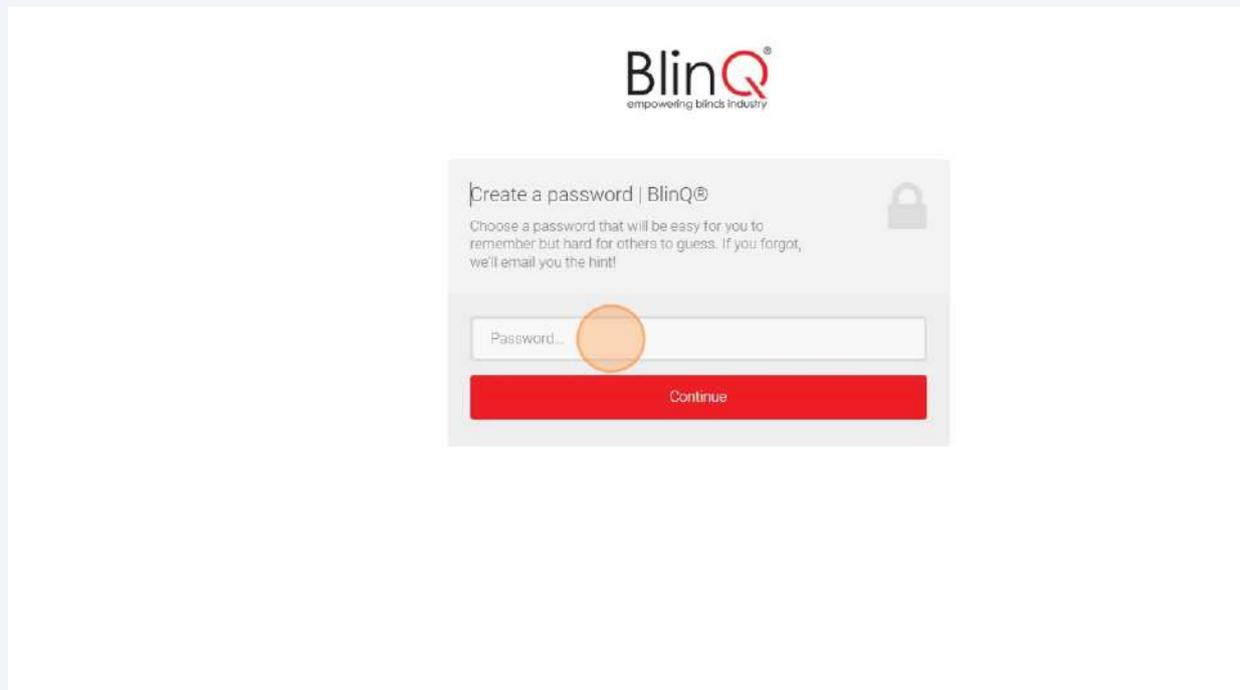
8

Once they have opened the email they should receive a prompt asking them to get started on BlinQ. Click on the prompt.

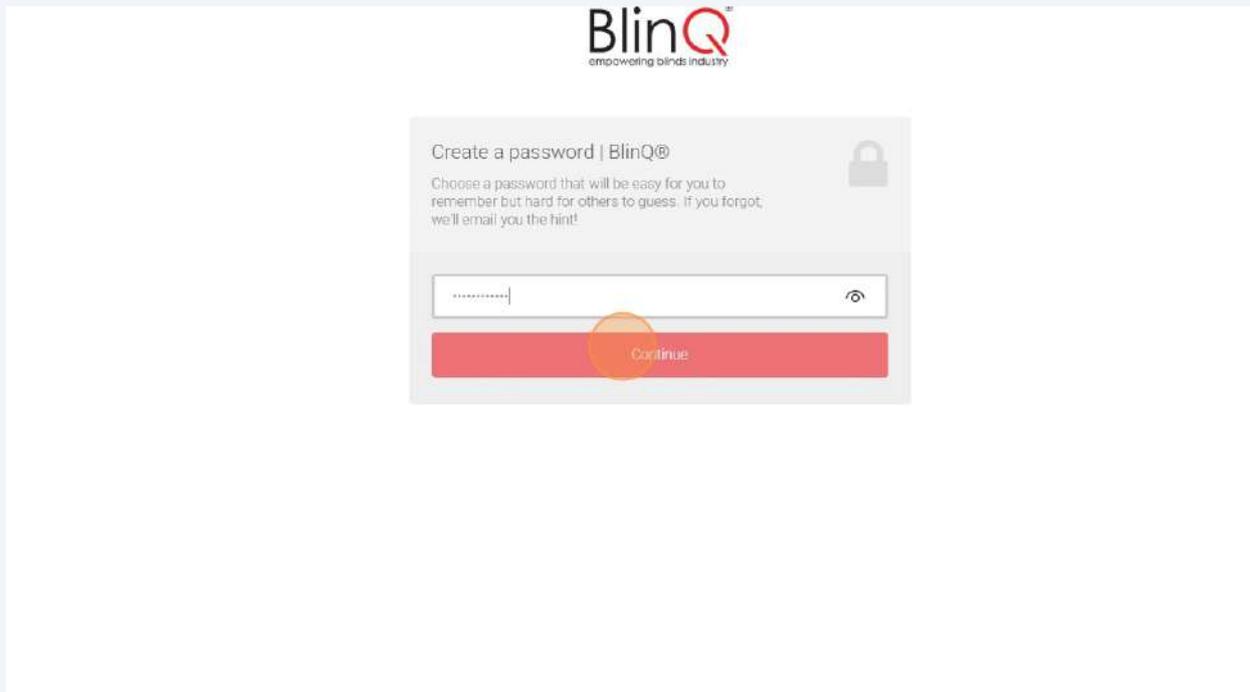


9

Your fitter/ staff member will need to create a password as they will have an account of their own.



- 10** Once the password has been created please press 'Continue'.



The screenshot shows the BlinQ logo at the top center, with the tagline "empowering blinds industry" below it. Below the logo is a grey box containing the text "Create a password | BlinQ@" and a lock icon. Underneath is a paragraph of instructions: "Choose a password that will be easy for you to remember but hard for others to guess. If you forgot, we'll email you the hint!". Below the text is a password input field with a masked password "....." and a visibility toggle icon. At the bottom of the grey box is a red button with the text "Continue" in white, which is highlighted by an orange circle.

- 11** Your fitter staff member will now have a BlinQ account. The account will be blank until you assign them to a job.

How to Approve a Quote on BlinQ

1

This guide will show you how to approve a customer quote, starting from your homepage

The screenshot shows the ApolloBlinds BlinQ dashboard. At the top, there is a navigation bar with tabs for Customers, Leads & Quotes, and Job's. Below this is a search bar for 'Filter Customers' and date pickers. A summary bar shows counts for Leads & Quotes (33), Jobs (10), Purchase Orders (22), Spotters (2), and Widesale (1). The main content is a table with the following data:

No	Name	Address	Preferred Contact	Leads	Jobs	POs	Created By	Assigned To	Click to View Notes
C250048		N/A	N/A	0	0	0	Harry	N/A	View
C250047	Harry Frickleton	11 Friar Lane Singapore NG1 5DQ	N/A	1	0	0	Harry	iRoller iRoller	View
C250046	Harry Frickleton	11 Friar Lane Singapore NG1 5DQ	leowfanah@gmail.c...	0	0	0	Harry	N/A	View
C250045	Harry Frickleton	11 Friar Lane Singapore NG1 5DQ	N/A	1	1	0	Harry	N/A	View
C250044		N/A	N/A	1	0	0	Harry	N/A	View
C250043	Harry Frickleton	11 Friar Lane Singapore NG1 5DQ	harry.frickleton@bdr...	1	0	0	Harry	Mell Thomas	View
C250042		N/A	N/A	1	0	0	Harry	N/A	View
C250041		N/A	N/A	1	0	0	Harry	N/A	View
C250034	T L	New York 10036	N/A	1	1	2	Harry	Harry Frickleton	View

2 Click "Customers" to bring up your list of customers.

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Inspiring Ideas
Expertly Delivered Since 1970

Customers Leads & Quotes Job's

New Customer Quick Quote Filter Customers dd/mm/yyyy dd/mm/

Customers 36 Leads & Quotes 33 Jobs 10 Purchase Orders 22 Suppliers 2 Wholesale 1

Created	No	Name	Address	Preferred Contact	Leads	Jobs	POs	Created By	Assigned To	Click to View Notes
10 Feb 2025	C250048		N/A	N/A	0	0	0	Harry	N/A	
11 Feb 2025	C250047	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	N/A	1	0	0	Harry	iRoller iRoller	
11 Feb 2025	C250046	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	leovianah@gmail.c...	0	0	0	Harry	N/A	
11 Feb 2025	C250045	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	N/A	1	1	0	Harry	N/A	
10 Feb 2025	C250044		N/A	N/A	1	0	0	Harry	N/A	
10 Feb 2025	C250043	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	harry.frickleton@hdgr...	1	0	0	Harry	Matt Thomas	
07 Feb 2025	C250042		N/A	N/A	1	0	0	Harry	N/A	
06 Feb 2025	C250041		N/A	N/A	1	0	0	Harry	N/A	
27 Jan 2025	C250034	T.L.	New York 10036	N/A	1	1	2	Harry	Harry Frickleton	
24 Jan 2025	C250033		N/A	N/A	1	0	0	Harry	N/A	

3 Click on the customer who's quote you would like to approve.

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Inspiring Ideas
Expertly Delivered Since 1970

Customers Leads & Quotes Job's

New Customer Quick Quote Filter Customers dd/mm/yyyy dd/mm/

Customers 36 Leads & Quotes 33 Jobs 10 Purchase Orders 22 Suppliers 2 Wholesale 1

Created	No	Name	Address	Preferred Contact	Leads	Jobs	POs	Created By	Assigned To	Click to View Notes
10 Feb 2025	C250048		N/A	N/A	0	0	0	Harry	N/A	
11 Feb 2025	C250047	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	N/A	1	0	0	Harry	iRoller iRoller	
11 Feb 2025	C250046	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	leovianah@gmail.c...	0	0	0	Harry	N/A	
11 Feb 2025	C250045	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	N/A	1	1	0	Harry	N/A	
10 Feb 2025	C250044		N/A	N/A	1	0	0	Harry	N/A	
10 Feb 2025	C250043	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	harry.frickleton@hdgr...	1	0	0	Harry	Matt Thomas	
07 Feb 2025	C250042		N/A	N/A	1	0	0	Harry	N/A	
06 Feb 2025	C250041		N/A	N/A	1	0	0	Harry	N/A	
27 Jan 2025	C250034	T.L.	New York 10036	N/A	1	1	2	Harry	Harry Frickleton	
24 Jan 2025	C250033		N/A	N/A	1	0	0	Harry	N/A	

4 Click "Story" to bring up the customer journey.

The screenshot shows a CRM interface with a list of leads. At the top, there is a search bar with 'List' and 'Filter Leads/Quotes' buttons, and date pickers for 'dd/mm/yyyy'. Below this is a card for lead C250047, 'Apollo Blinds [Test]', with contact details for Harry Frickleton. Below the card is a table with columns: Job No, Name, Preferred Contact, Order No, Sidemark, Email Status, Status, Created By, Assigned To, and Click to View Notes. The first row of the table is highlighted, and the 'Story' button in the 'Click to View Notes' column is circled in orange. Below the table is another table with columns: Job #, Name, Address, Order No, Sidemark, Product, ETC, Status, G. Total, and Balance. A message 'No jobs available in table' is displayed below this table.

5 Navigate to the left of the page where you will find the 'Open Quote' button. Click the button to pull up the customer quote.

The screenshot shows a CRM interface with a search bar and tabs for 'Customers', 'Leads & Quotes', and 'Job's'. Below the search bar are two detail panels: 'Customer Detail' and 'Quote Detail'. The 'Customer Detail' panel shows information for C250047, 'Apollo Blinds [Test]', including contact details for Harry Frickleton. The 'Quote Detail' panel shows information for Quote # Q02250034, including company name, full name, address, email, telephone, and mobile. Below the detail panels are buttons for 'Open Quote', 'Make Appointment', and a trash icon. Below the buttons is a 'Subject' section with a list of messages. The first message is 'Quote Status has been removed' from Harry on February 12, 2025. The second message is 'Quote Status: Quote Sent : Q02250034' from Harry on February 12, 2025. The third message is 'Quote Status has been removed' from Harry on February 12, 2025. The fourth message is 'Quote Status: Quote Sent : Q02250034' from Harry on February 11, 2025.

6 Here you will see that the quote has not yet been approved.

Q02250034 11 leowtianahn@gmail.com Apollo Blinds [Test] Friar Lane 07496624289 Mobile Harry Frickleton Singapore NG1 6DQ Order number Sidemark NOT APPROVED

Wood & Fauxwood Vertical Blinds

Essential Fauxwood Essential Wood Premium Fauxwood Premium Wood

Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Valance Length	Install Height	Control Length	Cord / Tape	Brackets	Price	Qty	Add
			mm	mm								1	+

Premium Fauxwood

#	Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lowe	Price	More	Del
1	Blind 1	38mm Coo	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		
2	Blind 2	38mm Coo	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		
3	Blind 3	38mm Coo	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		
4	Blind 4	50mm Cirm	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	78.00		

Order Sheet in PDF Order Sheet in EXL 360.00

Instructions

7 Click "NOT APPROVED".

Apollo Blinds [Test] DATE: 12/02/2025 TIME: 2:00:33 PM USER: HARRY FRICKLETON LAST SAVED ON: 11/02/2025 1:11:42 PM

202250034 11 leowtianahn@gmail.com Apollo Blinds [Test] Friar Lane 07496624289 Mobile Harry Frickleton Singapore NG1 6DQ Order number Sidemark NOT APPROVED

Wood & Fauxwood Vertical Blinds

Essential Fauxwood Essential Wood Premium Fauxwood Premium Wood

Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Valance Length	Install Height	Control Length	Cord / Tape	Brackets	Price	Qty	Add
			mm	mm								1	+

Premium Fauxwood

#	Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lowe	Price	More	Del
1	Blind 1	38mm Coo	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		
2	Blind 2	38mm Coo	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		
3	Blind 3	38mm Coo	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		
4	Blind 4	50mm Cirm	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	78.00		

Order Sheet in PDF Order Sheet in EXL 369.00

8

The button will now be highlighted red and say "Approved". Once the quote is approved, it is now classed as a "Job".

Apollo Blinds [Test] DATE: 12/02/2025 TIME: 2:00:37 PM
USER: HARRY FRICKLETON
LAST SAVED ON: 12/02/2025 2:00:34 PM

202250034 11 leowtianahn@gmail.com Records New Save

apollo Blinds [Test] Friar Lane 07496624289 Mobile Send Find

Harry Frickleton Singapore NG1 6DQ Order number Sidemark **APPROVED** Print(8)

Wood & Fauxwood Vertical Blinds

Essential Fauxwood Essential Wood Premium Fauxwood Premium Wood

Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Valance Length	Install Height	Control Length	Cord / Tape	Brackets	Price	Qty	Add
			mm	mm								1	+

remium Fauxwood

#	Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lowe	Price	More	Del
1	Blind 1	38mm Coo	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		
2	Blind 2	38mm Coo	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		
3	Blind 3	38mm Coo	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		
4	Blind 4	50mm Cirm	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	78.00		

Order Sheet in PDF Order Sheet in EXL 369.00

9

To view the quote, click the back button to navigate back to the customer journey.

Apollo Blinds [Test] DATE: 12/02/2025 TIME: 2:00:40 PM
USER: HARRY FRICKLETON
LAST SAVED ON: 12/02/2025 2:00:34 PM

202250034 11 leowtianahn@gmail.com Records New Save

apollo Blinds [Test] Friar Lane 07496624289 Mobile Send Find

Harry Frickleton Singapore NG1 6DQ Order number Sidemark **APPROVED** Print(8)

Wood & Fauxwood Vertical Blinds

Essential Fauxwood Essential Wood Premium Fauxwood Premium Wood

Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Valance Length	Install Height	Control Length	Cord / Tape	Brackets	Price	Qty	Add
			mm	mm								1	+

remium Fauxwood

#	Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Cord / Tape	Tape	Raise / Lowe	Price	More	Del
1	Blind 1	38mm Coo	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		
2	Blind 2	38mm Coo	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		
3	Blind 3	38mm Coo	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	97.00		
4	Blind 4	50mm Cirm	Blind Size	1500	1500	Premium F	2000	1500	Tape	Earth	Both Right	78.00		

Order Sheet in PDF Order Sheet in EXL 369.00

10

You will now see an entry on the customer journey stating "Job approved" with a corresponding job number.

The screenshot displays a CRM interface with two columns of details. The left column, titled 'Customer Detail', lists: Customer No: C250047, Company Name: Apollo Blinds (Test), Full Name: Harry Frickleton, Address: 11, Friar Lane, Singapore, Email: harry.frickleton@hbggroupuk..., Telephone: 07496624289, Mobile: (blank), and Notes: (blank). The right column, titled 'Quote Detail', lists: Quote #: Q02250034, Company Name: Apollo Blinds (Test), Full Name: Harry Frickleton, Address: 11, Friar Lane, Singapore, Email: leowtianahh@gmail.com, Telephone: 07496624289, Mobile: (blank), and Notes: (blank). Below these are buttons for 'Open Quote', 'Make Appointment', and a trash icon with '0'. The 'Subject' section shows a log of events: 'Job approved: J0016' (highlighted with an orange circle), 'Quote Status has been removed', 'Quote Status: Quote Sent : Q02250034', another 'Quote Status has been removed', another 'Quote Status: Quote Sent : Q02250034', and 'Customer Quote emailed at 01:12:18 PM'. Each entry includes a date and time and a set of action icons.

11

Navigate to the top of the page and click "Job's".

This screenshot shows the top navigation area of the CRM. At the top center is the 'ApolloBlinds' logo with a '50' anniversary badge and the tagline 'Inspiring Ideas Exceeding Delivery Since 1979'. Below the logo is a navigation bar with four tabs: 'Customers', 'Leads & Quotes', and 'Job's' (which is highlighted with an orange circle). A search bar labeled 'Search Wording' is located below the tabs. The main content area below the search bar is identical to the screenshot in step 10, showing customer and quote details and a subject log.

12

You will see that the quote has now been approved and the customer has been moved to the job section.

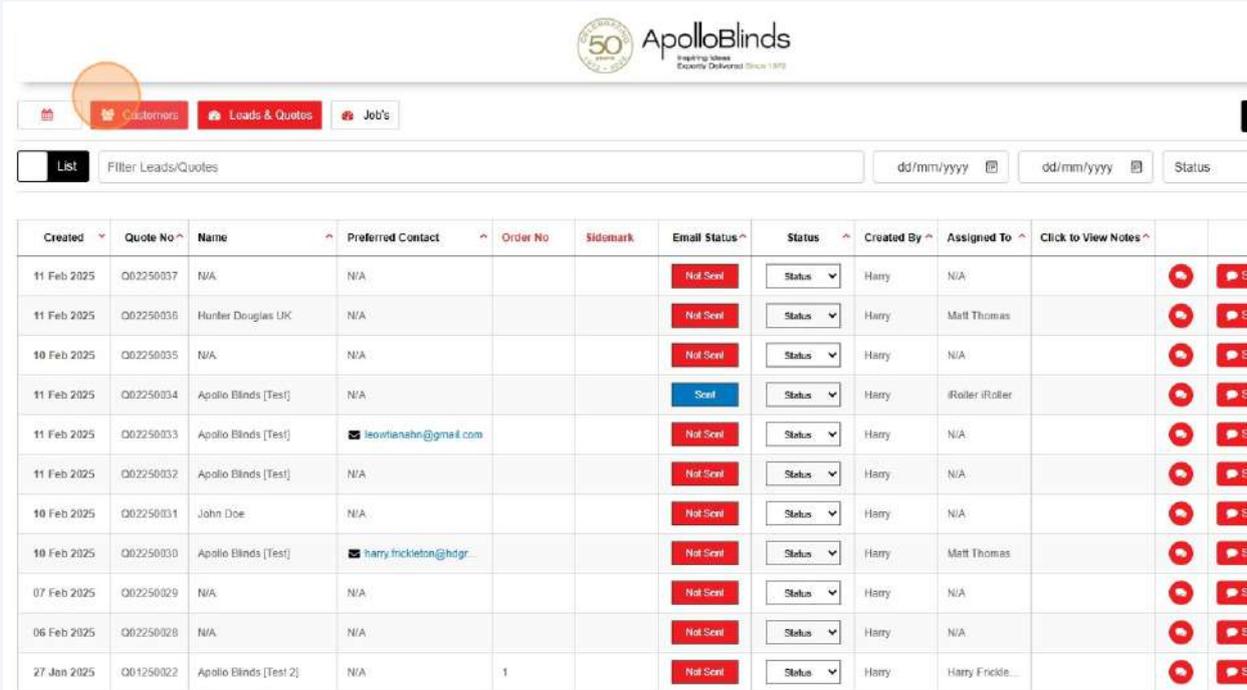
To learn how to submit a PO, please refer to BlinQ - Submitting a PO

The screenshot displays the ApolloBlinds software interface. At the top, there is a navigation bar with tabs for Customers, Leads & Quotes, and Jobs. Below this is a search bar labeled 'Filter Jobs' and two date pickers. The main content area features a table with the following columns: Created, Job #, Name, Address, Order No, Sidemark, Product, ETC, Status, G. Total, and Balance. The table contains three rows of job data. The second row is highlighted, showing a job created on 12 Feb 2025 with Job # J0015, Name 'Apollo Blinds [Test] Harry Frickleton', Address '11 Fnr Lane Singapo...', Order No, Sidemark, Product 'Essential Fauxw...', ETC '21/02/2025', Status 'Ordered', G. Total '72.47', and Balance '72.47'. A red circle highlights the 'Name' column header. Below the table, there is a dropdown menu set to '25' and the text 'Showing 1 to 3 of 3'.

Created	Job #	Name	Address	Order No	Sidemark	Product	ETC	Status	G. Total	Balance
12 Feb 2025	J0016	Apollo Blinds [Test] Harry Frickleton	11 Fnr Lane Singapo...			Premium Fauxw...	dd/mm/yyyy	Status	438.37	438.37
12 Feb 2025	J0015	Apollo Blinds [Test] Harry Frickleton	11 Fnr Lane Singapo...			Essential Fauxw...	21/02/2025	Ordered	72.47	72.47
27 Jan 2025	J0011	Apollo Blinds [Test 2] T L	New York 10036	1		Essential Fauxw...	dd/mm/yyyy	Status	87.60	87.60

Lead & Quote Management

1 This guide will go through the 'Leads & Quotes' tab.



Created	Quote No	Name	Preferred Contact	Order No	Slidemark	Email Status	Status	Created By	Assigned To	Click to View Notes
11 Feb 2025	Q02250037	N/A	N/A			Not Sent	Status	Harry	N/A	
11 Feb 2025	Q02250036	Hunter Douglas UK	N/A			Not Sent	Status	Harry	Matt Thomas	
10 Feb 2025	Q02250035	N/A	N/A			Not Sent	Status	Harry	N/A	
11 Feb 2025	Q02250034	Apollo Blinds [Test]	N/A			Sent	Status	Harry	iRoller iRoller	
11 Feb 2025	Q02250033	Apollo Blinds [Test]	leovitanahn@gmail.com			Not Sent	Status	Harry	N/A	
11 Feb 2025	Q02250032	Apollo Blinds [Test]	N/A			Not Sent	Status	Harry	N/A	
10 Feb 2025	Q02250031	John Doe	N/A			Not Sent	Status	Harry	N/A	
10 Feb 2025	Q02250030	Apollo Blinds [Test]	harry.fricketon@hdgr			Not Sent	Status	Harry	Matt Thomas	
07 Feb 2025	Q02250029	N/A	N/A			Not Sent	Status	Harry	N/A	
06 Feb 2025	Q02250028	N/A	N/A			Not Sent	Status	Harry	N/A	
27 Jan 2025	Q01250022	Apollo Blinds [Test 2]	N/A	1		Not Sent	Status	Harry	Harry Fricketo...	

2

Click "Leads & Quotes". This will bring you to the Leads and Quotes page where you can track the overall progress of your customer appointments.

Created	No	Name	Address	Preferred Contact	Leads	Jobs	POs	Created By	Assigned To	Click to View Notes
11 Feb 2025	C250050		N/A	N/A	1	0	0	Harry	N/A	
11 Feb 2025	C250049	Tian Ahn Leow	11 Singapore	N/A	1	0	0	Harry	Matt Thomas	
10 Feb 2025	C250048		N/A	N/A	1	0	0	Harry	N/A	
11 Feb 2025	C250047	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	N/A	1	0	0	Harry	iRoller iRoller	
11 Feb 2025	C250046	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	leowtianahn@gmail.c...	1	0	0	Harry	N/A	
11 Feb 2025	C250045	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	N/A	1	0	0	Harry	N/A	
10 Feb 2025	C250044		N/A	N/A	1	0	0	Harry	N/A	
10 Feb 2025	C250043	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	harry.frickleton@hdgr...	1	0	0	Harry	Matt Thomas	
07 Feb 2025	C250042		N/A	N/A	1	0	0	Harry	N/A	

3

This page will either show in 'List' or Card' Form.

Created	Quote No	Name	Preferred Contact	Order No	Remark	Email Status	Status	Created By	Assigned To	Click to View Notes
11 Feb 2025	Q02250037	N/A	N/A			Not Sent	Status	Harry	N/A	
11 Feb 2025	Q02250036	Hunter Douglas UK	N/A			Not Sent	Status	Harry	Matt Thomas	
10 Feb 2025	Q02250035	N/A	N/A			Not Sent	Status	Harry	N/A	
11 Feb 2025	Q02250034	Apollo Blinds [Test]	N/A			Sent	Status	Harry	iRoller iRoller	
11 Feb 2025	Q02250033	Apollo Blinds [Test]	leowtianahn@gmail.com			Not Sent	Status	Harry	N/A	
11 Feb 2025	Q02250032	Apollo Blinds [Test]	N/A			Not Sent	Status	Harry	N/A	
10 Feb 2025	Q02250031	John Doe	N/A			Not Sent	Status	Harry	N/A	
10 Feb 2025	Q02250030	Apollo Blinds [Test]	harry.frickleton@hdgr...			Not Sent	Status	Harry	Matt Thomas	
07 Feb 2025	Q02250029	N/A	N/A			Not Sent	Status	Harry	N/A	
06 Feb 2025	Q02250028	N/A	N/A			Not Sent	Status	Harry	N/A	
27 Jan 2025	Q01250022	Apollo Blinds [Test 2]	N/A	1		Not Sent	Status	Harry	Harry Frickle...	

4 Click on the 'List' switch to change format depending on your personal preference.

The screenshot shows the ApolloBlinds CRM interface with the 'List' switch selected. The table below represents the data shown in the interface:

Created	Quote No	Name	Preferred Contact	Order No	Sidemark	Email Status	Status	Created By	Assigned To	Click to View Notes
11 Feb 2025	Q02250036	Hunter Douglas UK	N/A			Not Sent	Status	Harry	Matt Thomas	🔍 📄
10 Feb 2025	Q02250035	N/A	N/A			Not Sent	Status	Harry	N/A	🔍 📄
11 Feb 2025	Q02250034	Apollo Blinds [Test]	N/A			Sent	Status	Harry	iRoller iRoller	🔍 📄
11 Feb 2025	Q02250033	Apollo Blinds [Test]	leowlianshn@gmail.com			Not Sent	Status	Harry	N/A	🔍 📄
11 Feb 2025	Q02250032	Apollo Blinds [Test]	N/A			Not Sent	Status	Harry	N/A	🔍 📄
10 Feb 2025	Q02250031	John Doe	N/A			Not Sent	Status	Harry	N/A	🔍 📄
10 Feb 2025	Q02250030	Apollo Blinds [Test]	harry.tickleton@hdgro...			Not Sent	Status	Harry	Matt Thomas	🔍 📄
07 Feb 2025	Q02250029	N/A	N/A			Not Sent	Status	Harry	N/A	🔍 📄
06 Feb 2025	Q02250028	N/A	N/A			Not Sent	Status	Harry	N/A	🔍 📄
27 Jan 2025	Q01250022	Apollo Blinds [Test 2]	N/A	1		Not Sent	Status	Harry	Harry Frickle ...	🔍 📄
24 Jan 2025	Q01250021	N/A	N/A			Not Sent	Status	Harry	N/A	🔍 📄

5 Card form will lay out the appointments based on their level of progress for visual management.

The screenshot shows the ApolloBlinds CRM interface with the 'Card' switch selected. The cards are organized into columns based on their status:

- No Status:** Contains cards for Apollo Blinds [Test] (Q02250033) and aPOLL (Q01250020).
- Consultation Booked:** Contains a card for Apollo Blinds [Test] (Q02250023).
- Quote Sent:** Contains a card for BlinQ Software (Q10240003).
- Pending:** Contains a card for mBling (Q10240007).
- Quote Followed Up / Archived:** Contains a card for N/A (Q10240004).

Each card displays the quote number, date, preferred contact, assigned staff, and current status with a corresponding colored button (e.g., 'Not Sent', 'Consultation Booked', 'Quote Sent', 'Pending').

6

By clicking on any one of the table headings you automatically sort your leads in numerical/ alphabetical order of that specific column.

ApolloBlinds
Inspiring Ideas
Expertly Delivered Since 1972

Customers Leads & Quotes Job's

List Filter Leads/Quotes dd/mm/yyyy dd/mm/yyyy Status

Created	Quote No	Name	Preferred Contact	Order No	Sidemark	Email Status	Status	Created By	Assigned To	Click to View Notes
08 Jan 2025	Q01250017	N/A	N/A			Not Sent	Status	Harry	N/A	
24 Jan 2025	Q01250020	aPOLL	N/A			Not Sent	Status	Harry	N/A	
24 Jan 2025	Q01250021	N/A	N/A			Not Sent	Status	Harry	N/A	
27 Jan 2025	Q01250022	Apollo Blinds [Test 2]	N/A	1		Not Sent	Status	Harry	Harry Frickle...	
06 Feb 2025	Q02250028	N/A	N/A			Not Sent	Status	Harry	N/A	
07 Feb 2025	Q02250029	N/A	N/A			Not Sent	Status	Harry	N/A	
10 Feb 2025	Q02250030	Apollo Blinds [Test]	harry.trickleton@hdgr...			Not Sent	Status	Harry	Matt Thomas	
10 Feb 2025	Q02250031	John Doe	N/A			Not Sent	Status	Harry	N/A	
11 Feb 2025	Q02250032	Apollo Blinds [Test]	N/A			Not Sent	Status	Harry	N/A	
11 Feb 2025	Q02250033	Apollo Blinds [Test]	leowtianahn@gmail.com			Not Sent	Status	Harry	N/A	
11 Feb 2025	Q02250034	Apollo Blinds [Test]	N/A			Sent	Status	Harry	iRoller iRoller	

7

Click on the 'Status' tab drop downs to manually track the status of your orders. For example, if the quote for a customer has been sent you can select the option 'quote sent' in the drop down. This may help you track the overall progress of your appointments and each individual customer journey on one page.

ApolloBlinds
Inspiring Ideas
Expertly Delivered Since 1972

Customers Leads & Quotes Job's Profile Logout

Leads/Quotes dd/mm/yyyy dd/mm/yyyy Status Go

Quote No	Name	Preferred Contact	Order No	Sidemark	Email Status	Status	Created By	Assigned To	Click to View Notes
2250037	N/A	N/A			Not Sent	Quote Sent	Harry	N/A	
2250036	Hurler Douglas UK	N/A			Not Sent	Status	Harry	Matt Thomas	
2250035	N/A	N/A			Not Sent	Status	Harry	N/A	
2250034	Apollo Blinds [Test]	N/A			Sent	Status	Harry	iRoller iRoller	
2250033	Apollo Blinds [Test]	leowtianahn@gmail.com			Not Sent	Status	Harry	N/A	
2250032	Apollo Blinds [Test]	N/A			Not Sent	Status	Harry	N/A	
2250031	John Doe	N/A			Not Sent	Status	Harry	N/A	
2250030	Apollo Blinds [Test]	harry.trickleton@hdgr...			Not Sent	Status	Harry	Matt Thomas	
2250029	N/A	N/A			Not Sent	Status	Harry	N/A	
2250028	N/A	N/A			Not Sent	Status	Harry	N/A	
1250022	Apollo Blinds [Test 2]	N/A	1		Not Sent	Status	Harry	Harry Frickle...	

8


ApolloBlinds
Empowering Blinds Exceeding Deliveries Since 1972

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Leads/Quotes Status

note No ^	Name ^	Preferred Contact ^	Order No	Sidemark	Email Status ^	Status ^	Created By ^	Assigned To ^	Click to View Notes ^	
2250037	N/A	N/A			Not Sent	Pending	Harry	N/A		
2250036	Hurter Douglas UK	N/A			Not Sent	Status	Harry	Matt Thomas		
2250035	N/A	N/A			Not Sent	Status	Harry	N/A		
2250034	Apollo Blinds [Test]	N/A			Sent	Status	Harry	#Roller #Roller		
2250033	Apollo Blinds [Test]	leowtianah@gmail.com			Not Sent	Status	Harry	N/A		
2250032	Apollo Blinds [Test]	N/A			Not Sent	Status	Harry	N/A		
2250031	John Doe	N/A			Not Sent	Status	Harry	N/A		
2250030	Apollo Blinds [Test]	harry.frickleton@hdgr...			Not Sent	Status	Harry	Matt Thomas		
2250029	N/A	N/A			Not Sent	Status	Harry	N/A		
2250028	N/A	N/A			Not Sent	Status	Harry	N/A		
1250022	Apollo Blinds [Test 2]	N/A	1		Not Sent	Status	Harry	Harry Frickle...		

9


ApolloBlinds
Empowering Blinds Exceeding Deliveries Since 1972

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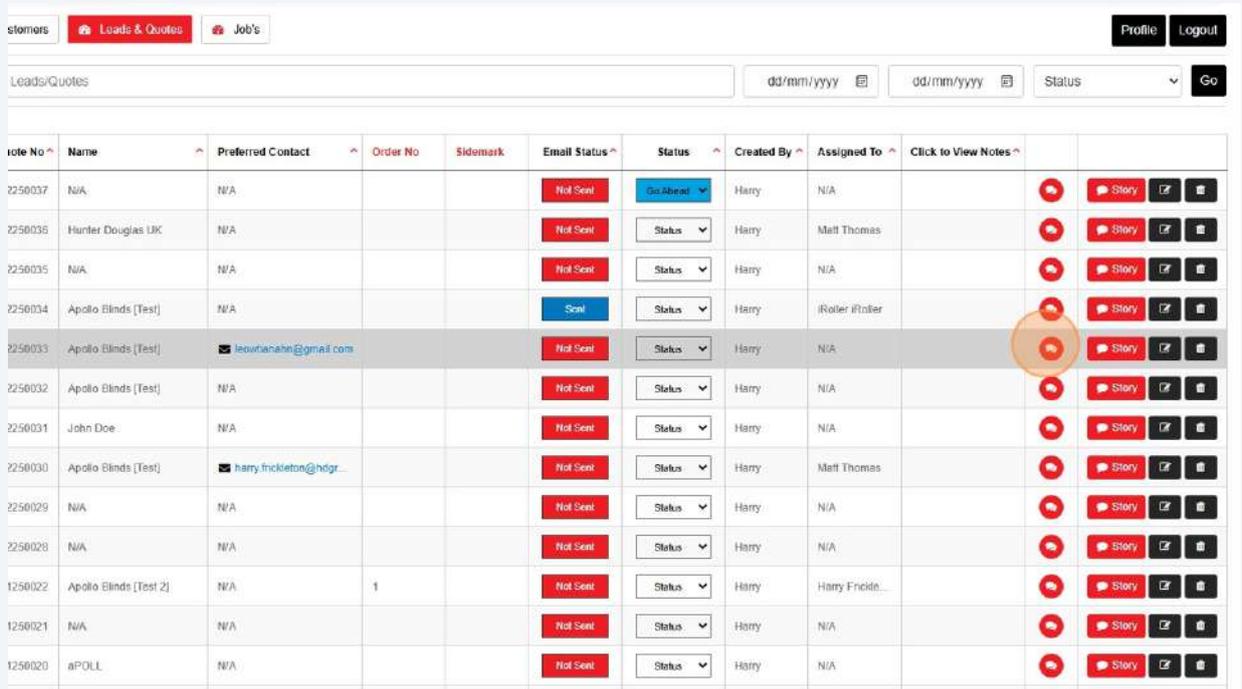
[Profile](#)
[Logout](#)

Leads/Quotes Status

note No ^	Name ^	Preferred Contact ^	Order No	Sidemark	Email Status ^	Status ^	Created By ^	Assigned To ^	Click to View Notes ^	
2250037	N/A	N/A			Not Sent	Go Ahead	Harry	N/A		
2250036	Hurter Douglas UK	N/A			Not Sent	Status	Harry	Matt Thomas		
2250035	N/A	N/A			Not Sent	Status	Harry	N/A		
2250034	Apollo Blinds [Test]	N/A			Sent	Status	Harry	#Roller #Roller		
2250033	Apollo Blinds [Test]	leowtianah@gmail.com			Not Sent	Status	Harry	N/A		
2250032	Apollo Blinds [Test]	N/A			Not Sent	Status	Harry	N/A		
2250031	John Doe	N/A			Not Sent	Status	Harry	N/A		
2250030	Apollo Blinds [Test]	harry.frickleton@hdgr...			Not Sent	Status	Harry	Matt Thomas		
2250029	N/A	N/A			Not Sent	Status	Harry	N/A		
2250028	N/A	N/A			Not Sent	Status	Harry	N/A		
1250022	Apollo Blinds [Test 2]	N/A	1		Not Sent	Status	Harry	Harry Frickle...		

10

Click the circular message bubble to quickly view a customer's details, CRM, or send an Email/ SMS.

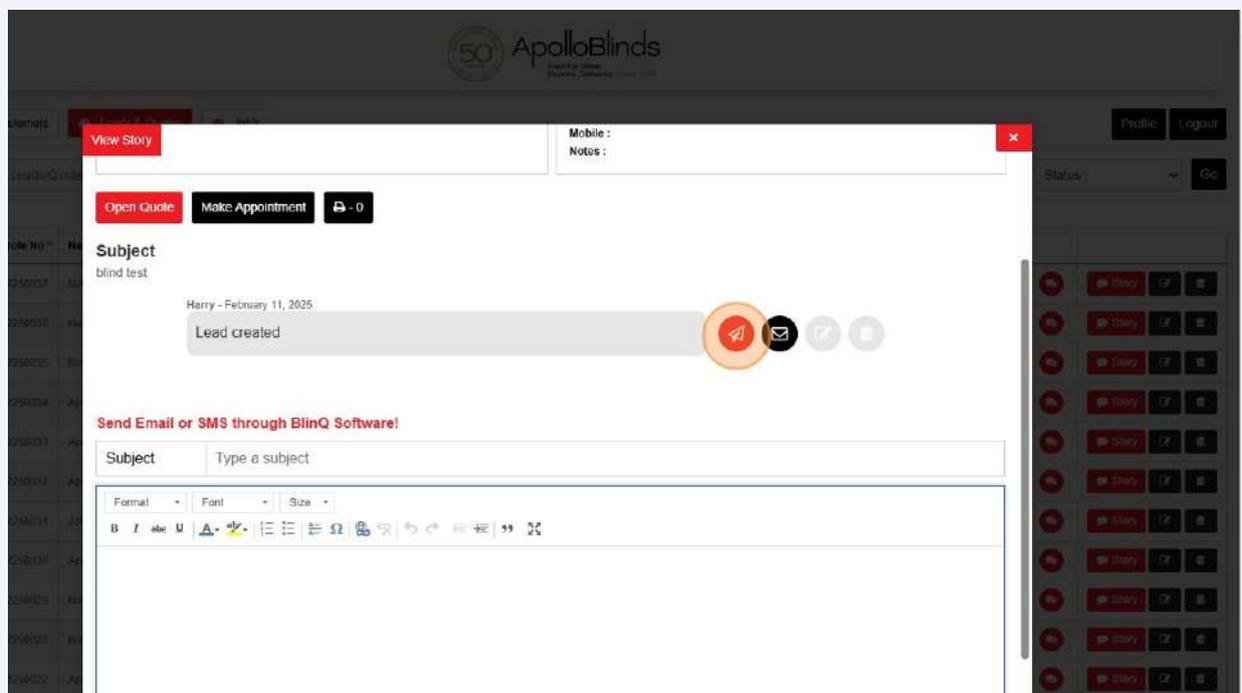


The screenshot shows a CRM interface with a table of leads. The table has columns for 'note No', 'Name', 'Preferred Contact', 'Order No', 'Sidemark', 'Email Status', 'Status', 'Created By', 'Assigned To', and 'Click to View Notes'. A red circular message bubble icon is highlighted on the right side of the row for 'note No' 2250033.

note No	Name	Preferred Contact	Order No	Sidemark	Email Status	Status	Created By	Assigned To	Click to View Notes
2250037	N/A	N/A			Not Sent	Bookings	Harry	N/A	
2250036	Hunter Douglas LK	N/A			Not Sent	Status	Harry	Matt Thomas	
2250035	N/A	N/A			Not Sent	Status	Harry	N/A	
2250034	Apollo Blinds [Test]	N/A			Sent	Status	Harry	iRoller #Roller	
2250033	Apollo Blinds [Test]	lewtiahahn@gmail.com			Not Sent	Status	Harry	N/A	
2250032	Apollo Blinds [Test]	N/A			Not Sent	Status	Harry	N/A	
2250031	John Doe	N/A			Not Sent	Status	Harry	N/A	
2250030	Apollo Blinds [Test]	harry.frickleton@hdgr...			Not Sent	Status	Harry	Matt Thomas	
2250029	N/A	N/A			Not Sent	Status	Harry	N/A	
2250028	N/A	N/A			Not Sent	Status	Harry	N/A	
1250022	Apollo Blinds [Test 2]	N/A	1		Not Sent	Status	Harry	Harry Frickle...	
1250021	N/A	N/A			Not Sent	Status	Harry	N/A	
1250020	#POLL	N/A			Not Sent	Status	Harry	N/A	

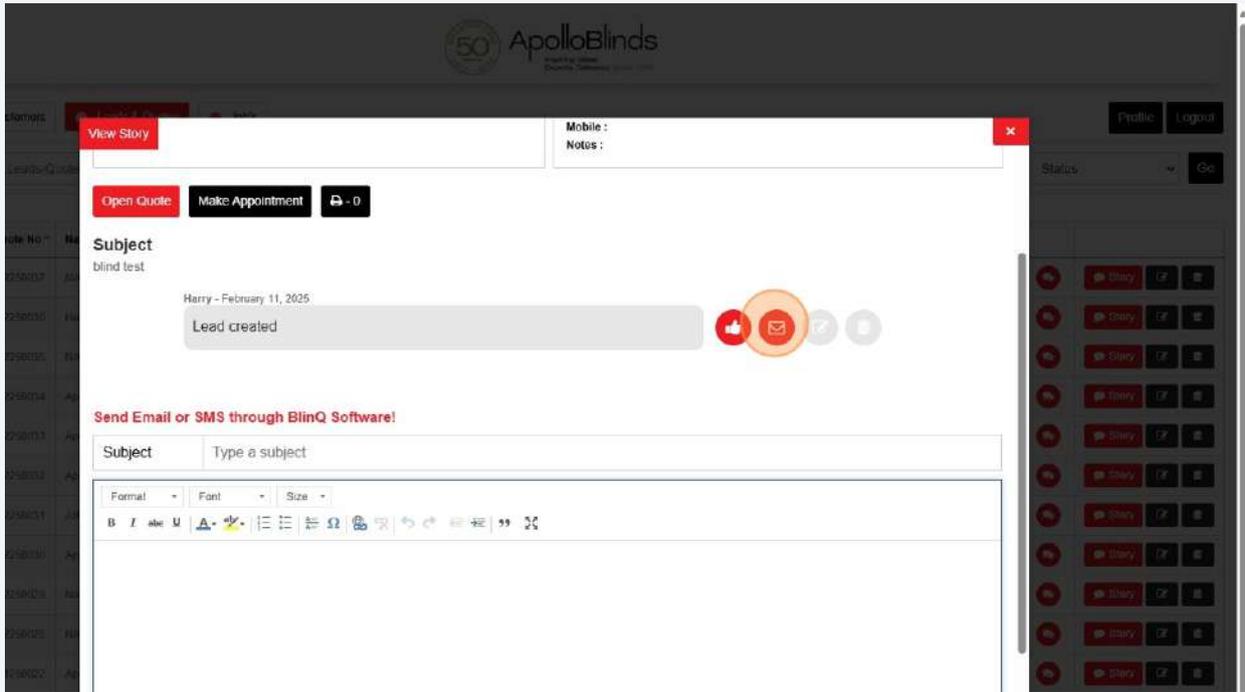
11

Click this paper plane button to send a quick SMS to your customer



The screenshot shows a 'View Story' modal in a CRM system. The modal displays a notification 'Lead created' with a paper plane icon highlighted. Below the notification, there is a section titled 'Send Email or SMS through BlinQ Software!' with a 'Subject' field and a rich text editor. The paper plane icon is highlighted with a red circle.

12 Click the mail button to quickly email a quote to your customer



13 Click the notepad icon to quickly view a customer pop-up and edit your customer details.

customers Leads & Quotes Job's Profile Logout

Leads/Quotes dd/mm/yyyy dd/mm/yyyy Status Go

note No ^	Name ^	Preferred Contact ^	Order No	Sidemark	Email Status ^	Status ^	Created By ^	Assigned To ^	Click to View Notes ^		
2250037	N/A	N/A			Not Sent	Go Ahead	Harry	N/A			Story
2250036	Hunter Douglas UK	N/A			Not Sent	Status	Harry	Matt Thomas			Story
2250035	N/A	N/A			Not Sent	Status	Harry	N/A			Story
2250034	Apollo Blinds [Test]	N/A			Sent	Status	Harry	iRoller iRoller			Story
2250033	Apollo Blinds [Test]	lewtahahn@gmail.com			Not Sent	Status	Harry	N/A			Story
2250032	Apollo Blinds [Test]	N/A			Not Sent	Status	Harry	N/A			Story
2250031	John Doe	N/A			Not Sent	Status	Harry	N/A			Story
2250030	Apollo Blinds [Test]	harry.tricketon@hogr...			Not Sent	Status	Harry	Matt Thomas			Story
2250029	N/A	N/A			Not Sent	Status	Harry	N/A			Story
2250028	N/A	N/A			Not Sent	Status	Harry	N/A			Story
1250022	Apollo Blinds [Test 2]	N/A	1		Not Sent	Status	Harry	Harry Frickie...			Story
1250021	N/A	N/A			Not Sent	Status	Harry	N/A			Story
1250020	aPOLL	N/A			Not Sent	Status	Harry	N/A			Story

14 Click "Update" once changes have been made to ensure they are saved.

The screenshot shows a form for editing a lead/quote. The form fields include:

- Company Name: Apollo Blinds [Test]
- Contact Name: Harry Frickleton
- Search Address: 11 Friar Lane, Singapore, NG1 6DQ
- Email: leowtianahn@gmail.com
- Mobile Number: 07496624289
- Order Number / Sidemark: (empty)
- How did you find us? (dropdown menu)
- Quote Notes: blind test

At the bottom of the form, there are two buttons: "Update" (highlighted with a red circle) and "Reset".

15 Click the bin icon to delete a lead / quote.

The screenshot shows a list of leads/quotes in a web application. The list has the following columns:

- quote No
- Name
- Preferred Contact
- Order No
- Sidemark
- Email Status
- Status
- Created By
- Assigned To
- Click to View Notes
- Actions (Story, Edit, Delete)

The first row in the list is highlighted, and a red circle highlights the bin icon in the actions column for that row.

quote No	Name	Preferred Contact	Order No	Sidemark	Email Status	Status	Created By	Assigned To	Click to View Notes	Actions
2250037	N/A	N/A			Not Sent	Go Ahead	Harry	N/A		Story, Edit, Delete
2250036	Hurler Douglas UK	N/A			Not Sent	Status	Harry	Matt Thomas		Story, Edit, Delete
2250035	N/A	N/A			Not Sent	Status	Harry	N/A		Story, Edit, Delete
2250034	Apollo Blinds [Test]	N/A			Sent	Status	Harry	iRoller iRoller		Story, Edit, Delete
2250033	Apollo Blinds [Test]	leowtianahn@gmail.com			Not Sent	Status	Harry	N/A		Story, Edit, Delete
2250032	Apollo Blinds [Test]	N/A			Not Sent	Status	Harry	N/A		Story, Edit, Delete
2250031	John Doe	N/A			Not Sent	Status	Harry	N/A		Story, Edit, Delete
2250030	Apollo Blinds [Test]	harry.frickleton@hdgr...			Not Sent	Status	Harry	Matt Thomas		Story, Edit, Delete
2250029	N/A	N/A			Not Sent	Status	Harry	N/A		Story, Edit, Delete
2250028	N/A	N/A			Not Sent	Status	Harry	N/A		Story, Edit, Delete
1250022	Apollo Blinds [Test 2]	N/A	1		Not Sent	Status	Harry	Harry Frickle...		Story, Edit, Delete

16 Confirm your selection.

Quote No	Name	Preferred Contact	Order No	Sitemap	Email Status	Status	Created By	Assigned To	Click to View Notes
250037	N/A	N/A			Not Sent	See Status	Harry	N/A	Story
250038	Hunter Douglas UK	N/A			Not Sent	Status	Harry	Matt Thomas	Story
250035	N/A	N/A			Not Sent	Status	Harry	N/A	Story
250034	Apollo Blinds (Test)	N/A			Sent	Status	Harry	iRoller iRoller	Story
250033	Apollo Blinds (Test)	newfamzhi@gmail.com			Not Sent	Status	Harry	N/A	Story
250032	Apollo Blinds (Test)	N/A			Not Sent	Status	Harry	N/A	Story
250031	John Doe	N/A			Not Sent	Status	Harry	N/A	Story
250030	Apollo Blinds (Test)	harry.frickle@rdg...			Not Sent	Status	Harry	Matt Thomas	Story
250029	N/A	N/A			Not Sent	Status	Harry	N/A	Story
250028	N/A	N/A			Not Sent	Status	Harry	N/A	Story
250022	Apollo Blinds (Test 2)	N/A	1		Not Sent	Status	Harry	Harry Frickle...	Story
250021	N/A	N/A			Not Sent	Status	Harry	N/A	Story
250020	aPOLL	N/A			Not Sent	Status	Harry	N/A	Story

17 In card form, you can change the status of a quote by physically dragging them across columns.

Columns: No Status, Consultation Booked, Quote Sent, Pending, Quote Followed Up / Arch

- Quote 1:** aPOLL (24 Jan 2025), N/A Preferred Contact, N/A Assigned Staff. Status: No Status.
- Quote 2:** Apollo Blinds (Test) (15 Feb 2025), newfamzhi@gmail.com Preferred Contact, N/A Assigned Staff. Status: Consultation Booked.
- Quote 3:** BlinQ Software (18 Oct 2024), N/A Preferred Contact, N/A Assigned Staff. Status: Quote Sent.
- Quote 4:** mrBling (18 Oct 2024), hanechoo@gmail.com Preferred Contact, N/A Assigned Staff. Status: Pending.
- Quote 5:** N/A (18 Oct 2024), N/A Preferred Contact, N/A Assigned Staff. Status: No Status.
- Quote 6:** N/A (00 Feb 2025), N/A Preferred Contact, N/A Assigned Staff. Status: Consultation Booked.
- Quote 7:** Apollo Blinds (Test) (11 Feb 2025), N/A Preferred Contact, iRoller Assigned Staff. Status: No Status.
- Quote 8:** Hunter Douglas UK (11 Feb 2025), N/A Preferred Contact, N/A Assigned Staff. Status: No Status.

18

Select the quote you would like to update and drag it across the screen to the column where you'd like to move it.

The screenshot shows a CRM interface with a Kanban board. At the top, there are tabs for 'Customers', 'Leads & Quotes', and 'Jobs'. Below the tabs is a search bar labeled 'Filter Leads/Quotes' and two date pickers. The Kanban board has four columns: 'Consultation Booked' (red), 'Quote Sent' (orange), 'Pending' (yellow), and 'Quote Followed Up / Archived' (green). Several quote cards are visible, each with a quote number, date, assigned staff, and status buttons. A quote card for 'Apollo Blinds [Test]' with quote number Q02250033 is being dragged from the 'Quote Sent' column to the 'Pending' column. The status buttons on this card are 'Not Sent' (red) and 'Consultation Booked' (red).

19

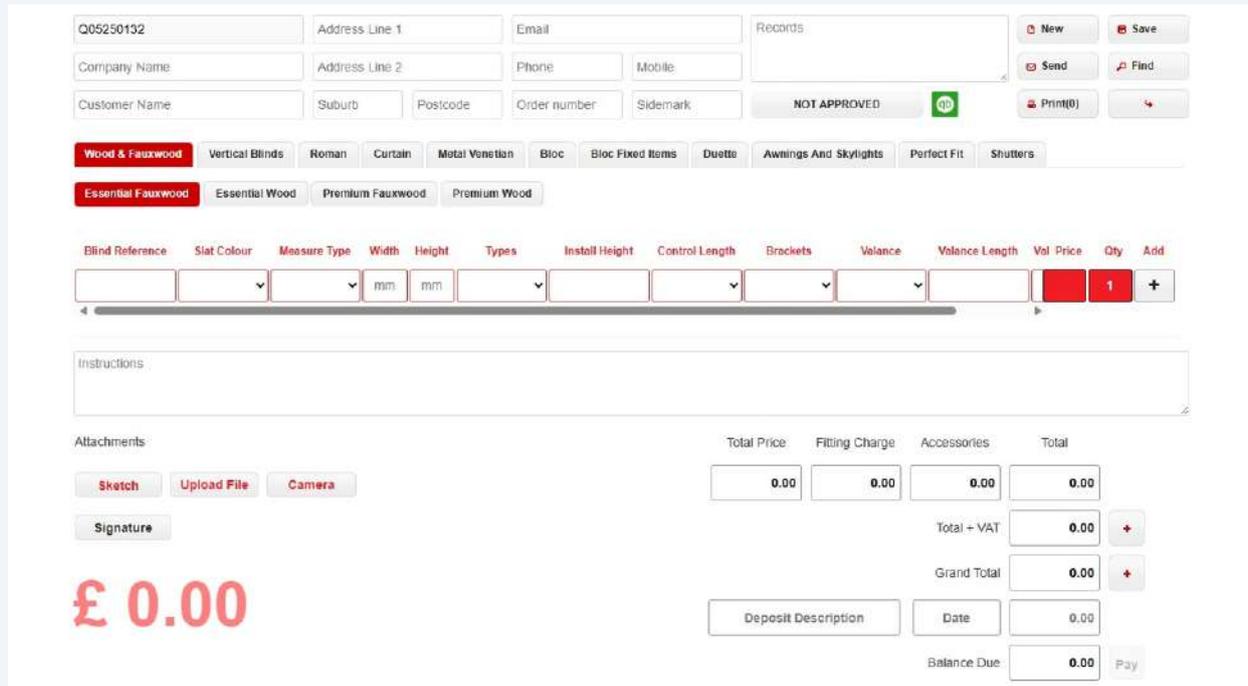
Once the quote is dropped in that column its status will automatically update.

The screenshot shows the same CRM interface as above, but now the quote card for 'Apollo Blinds [Test]' with quote number Q02250033 is in the 'Pending' column. The status buttons on this card have updated to 'Not Sent' (red) and 'Pending' (yellow). The other quote cards and the board structure remain the same.

Adding a Line Discount to your Quote

This guide provides a straightforward process for applying a line discount to your quotations, ensuring you have the tools to secure the sale!

1 This guide will show you how to apply a line discount to your quotation.



The screenshot shows a quote management interface. At the top, there are several input fields for customer and company information, including 'Q05250132', 'Address Line 1', 'Email', 'Company Name', 'Address Line 2', 'Phone', 'Mobile', 'Customer Name', 'Suburb', 'Postcode', 'Order number', and 'Sidemark'. There are also buttons for 'New', 'Save', 'Send', 'Find', and 'Print(0)'. A status indicator shows 'NOT APPROVED'.

Below the input fields is a navigation menu with categories like 'Wood & Fauxwood', 'Vertical Blinds', 'Roman', 'Curtain', 'Metal Venetian', 'Bloc', 'Bloc Fixed Items', 'Duette', 'Awnings And Skylights', 'Perfect Fit', and 'Shutters'. Under 'Wood & Fauxwood', there are sub-categories: 'Essential Fauxwood', 'Essential Wood', 'Premium Fauxwood', and 'Premium Wood'.

The main section is a table for adding items. The table has columns for 'Blind Reference', 'Slat Colour', 'Measure Type', 'Width', 'Height', 'Types', 'Install Height', 'Control Length', 'Brackets', 'Valance', 'Valance Length', 'Val Price', 'Qty', and 'Add'. The 'Qty' column shows a value of '1'.

Below the table is an 'Instructions' text area. Underneath is an 'Attachments' section with buttons for 'Sketch', 'Upload File', and 'Camera', and a 'Signature' button.

At the bottom right, there is a summary section with a large red price display showing '£ 0.00'. The summary includes fields for 'Total Price', 'Fitting Charge', 'Accessories', and 'Total', all showing '0.00'. There are also buttons for 'Deposit Description', 'Date', and 'Balance Due'.

2

Once on the quotes page, fill in the product specifications that are required to generate a retail price for the customer.

Apollo Blinds [Test] DATE: 16/05/2025 TIME: 8:21:28 AM
USER: HARRY FRICKLETON
LAST SAVED ON: NOT SAVED YET.

Q05250132 Address Line 1 Email Records New Save

Company Name Address Line 2 Phone Mobile Send Find

Customer Name Suburb Postcode Order number Sidemark **NOT APPROVED** Print()

Wood & Fauxwood Vertical Blinds Roman Curtain Metal Venetian Bloc Bloc Fixed Items Duette Awnings And Skylights Perfect Fit Shutters

Essential Fauxwood Essential Wood Premium Fauxwood Premium Wood

Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Brackets	Valance	Valance Length	Val Price	Qty	Add
			mm	mm								1	+

Instructions

Attachments Sketch Upload File Camera

Total Price	Fitting Charge	Accessories	Total
0.00	0.00	0.00	0.00
Total + VAT			0.00 +
Grand Total			0.00 +
Deposit Description	Date	0.00	

£ 0.00

3

Once the information is filled in, press the plus button to add the product to the total quote.

Apollo Blinds [Test] DATE: 16/05/2025 TIME: 8:22:42 AM
USER: HARRY FRICKLETON
LAST SAVED ON: NOT SAVED YET.

Q05250132 Address Line 1 Email Records New Save

Company Name Address Line 2 Phone Mobile Send Find

Customer Name Suburb Postcode Order number Sidemark **NOT APPROVED** Print()

Wood & Fauxwood Vertical Blinds Roman Curtain Metal Venetian Bloc Bloc Fixed Items Duette Awnings And Skylights Perfect Fit Shutters

Essential Fauxwood Essential Wood Premium Fauxwood Premium Wood

Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Brackets	Valance	Valance Length	Valance Returns	Price	Qty	Add
	50mm Cine	Blind Size	1200	1200	Essential F	2500	400	Box 30.0C	Custom	1400	Yes	260.00	1	+

Instructions

Attachments Sketch Upload File Camera

Total Price	Fitting Charge	Accessories	Total
0.00	0.00	0.00	0.00
Total + VAT			0.00 +
Grand Total			0.00 +
Deposit Description	Date	0.00	

£ 0.00

4

If would like to apply a line discount on specifically this item (e.g. Essential Fauxwood in this example) Enter the discount percentage you'd like to offer in the box adjacent to the retail price.

Customer Name Suburb Postcode Order number Sidemark NOT APPROVED Print(9)

Wood & Fauxwood Vertical Blinds Roman Curtain Metal Venetian Bloc Bloc Fixed Items Duette Awnings And Skylights Perfect Fit Shutters

Essential Fauxwood Essential Wood Premium Fauxwood Premium Wood

Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Brackets	Valance	Valance Length	Val Price	Qty	Add
			mm	mm								1	+

Essential Fauxwood

#	Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Brackets	Valance	Valance Length	Price	More	Del
-1	Bathroom	50mm Cint	Blind Size	1200	1200	Essential F	2500	400	Box 30.0C	Custom	1400	260.00		

Order Sheet in PDF Order Sheet in EXL 260.00 260.00 0 ✓

Instructions

Attachments

Total Price	Fitting Charge	Accessories	Total
260.00	0.00	0.00	260.00
Total + VAT			260.00 +
Grand Total			260.00 +

Sketch Upload File Camera Signature

5

Click the tick button next to the discount box to finalise the discount value.

Customer Name Suburb Postcode Order number Sidemark NOT APPROVED Print(9)

Wood & Fauxwood Vertical Blinds Roman Curtain Metal Venetian Bloc Bloc Fixed Items Duette Awnings And Skylights Perfect Fit Shutters

Essential Fauxwood Essential Wood Premium Fauxwood Premium Wood

Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Brackets	Valance	Valance Length	Val Price	Qty	Add
			mm	mm								1	+

Essential Fauxwood

#	Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Brackets	Valance	Valance Length	Price	More	Del
-1	Bathroom	50mm Cint	Blind Size	1200	1200	Essential F	2500	400	Box 30.0C	Custom	1400	260.00		

Order Sheet in PDF Order Sheet in EXL 260.00 260.00 20 ✓

Instructions

Attachments

Total Price	Fitting Charge	Accessories	Total
260.00	0.00	0.00	260.00
Total + VAT			260.00 +
Grand Total			260.00 +

Sketch Upload File Camera Signature

6 Click here.

Customer Name Suburb Postcode Order number Sidemark NOT APPROVED Print()

Wood & Fauxwood Vertical Blinds Roman Curtain Metal Venetian Bloc Bloc Fixed Items Duette Awnings And Skylights Perfect Fit Shutters

Essential Fauxwood Essential Wood Premium Fauxwood Premium Wood

Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Brackets	Valance	Valance Length	Vol Price	Qty	Add
			mm	mm								1	+

Essential Fauxwood

#	Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Brackets	Valance	Valance Length	Price	More	Del
1	Bathroom	50mm Cin	Blind Size	1200	1200	Essential I	2500	400	Box 30.0l	Custom	1400	260.00		

Order Sheet in PDF Order Sheet in EXL 208.00 260.00 20 ✓

Copy Selection

Instructions

Attachments Sketch Upload File Camera Signature

Total Price	Fitting Charge	Accessories	Total
260.00	0.00	0.00	260.00
Total + VAT			260.00 +
Grand Total			260.00 +

7 This discount will carry through other price changes that are implemented on the overall quote (e.g. retail price mark-ups, overall quote discounts).

Customer Name Suburb Postcode Order number Sidemark NOT APPROVED Print()

Wood & Fauxwood Vertical Blinds Roman Curtain Metal Venetian Bloc Bloc Fixed Items Duette Awnings And Skylights Perfect Fit Shutters

Essential Fauxwood Essential Wood Premium Fauxwood Premium Wood

Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Brackets	Valance	Valance Length	Vol Price	Qty	Add
			mm	mm								1	+

Essential Fauxwood

#	Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Brackets	Valance	Valance Length	Price	More	Del
1	Bathroom	50mm Cin	Blind Size	1200	1200	Essential I	2500	400	Box 30.0l	Custom	1400	260.00		
2	Bathroom	50mm Cin	Blind Size	1200	1200	Essential I	2500	400	Box 30.0l	Custom	1400	260.00		
3	Bathroom	50mm Cin	Blind Size	1200	1200	Essential I	2500	400	Box 30.0l	Custom	1400	260.00		
4	Bathroom	50mm Cin	Blind Size	1200	1200	Essential I	2500	400	Box 30.0l	Custom	1400	260.00		

Order Sheet in PDF Order Sheet in EXL 832.00 1040.00 20 ✓

Instructions

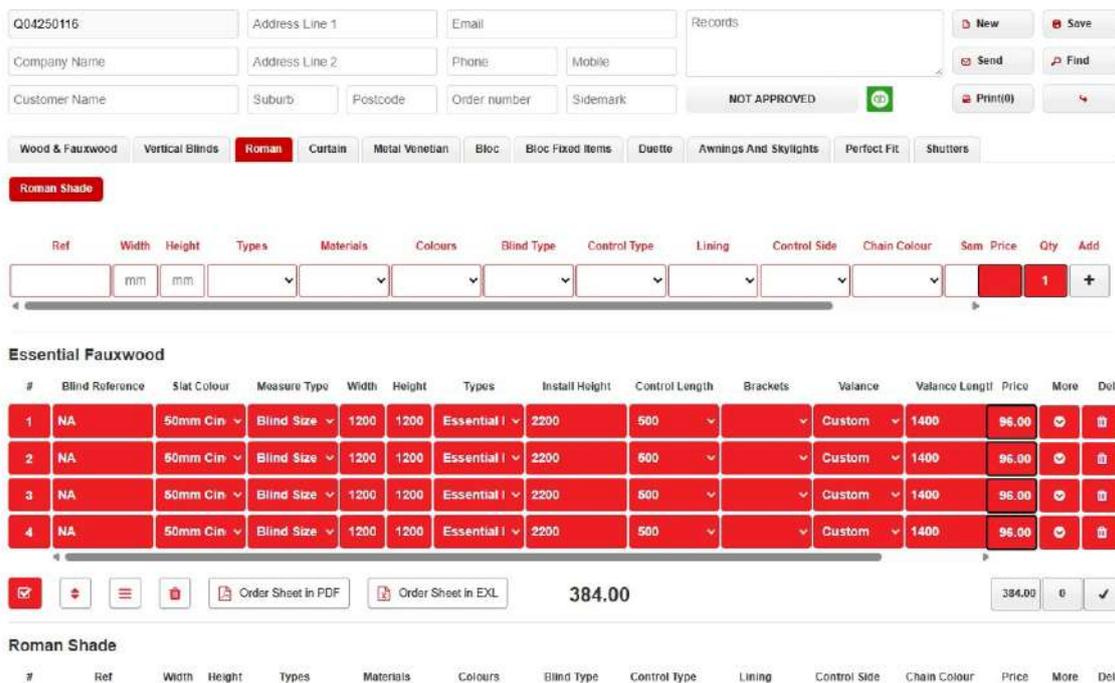
Attachments Total Price Fitting Charge Accessories Total

Applying a Retail Markup to your Quote

This guide provides a straightforward method for applying a retail markup to your quote. By following the clear steps outlined, users can efficiently adjust their quotes to reflect the desired markup and discounts.

1 This guide will teach you how to apply a retail mark-up to your quote.

Note: This feature has been developed upon receipt of franchisee feedback on the importance of being able to control retail prices.



The screenshot displays the ApolloBlinds software interface. At the top, there are input fields for 'Q04250116', 'Address Line 1', 'Email', 'Records', 'Company Name', 'Address Line 2', 'Phone', 'Mobile', 'Customer Name', 'Suburb', 'Postcode', 'Order number', and 'Sidemark'. There are also buttons for 'New', 'Save', 'Send', 'Find', and 'Print(0)'. A 'NOT APPROVED' status is visible.

Below the input fields, there are tabs for different blind types: 'Wood & Fauxwood', 'Vertical Blinds', 'Roman', 'Curtain', 'Metal Venetian', 'Blac', 'Blac Fixed Items', 'Duette', 'Awnings And Skylights', 'Perfect Fit', and 'Shutters'. The 'Roman' tab is selected.

Under the 'Roman Shade' section, there is a table with columns: Ref, Width, Height, Types, Materials, Colours, Blind Type, Control Type, Lining, Control Side, Chain Colour, Sam Price, Qty, and Add. A single row is visible with 'mm' for width and height, and a quantity of '1'.

The 'Essential Fauxwood' section contains a table with columns: #, Blind Reference, Slat Colour, Measure Type, Width, Height, Types, Install Height, Control Length, Brackets, Valance, Valance Length, Price, More, and Del. The table has 4 rows of data, all with a price of 96.00.

At the bottom of the Essential Fauxwood section, there are buttons for 'Order Sheet In PDF' and 'Order Sheet In EXL', a total price of '384.00', and a quantity of '0'.

Below this, the 'Roman Shade' section is partially visible with a table header: #, Ref, Width, Height, Types, Materials, Colours, Blind Type, Control Type, Lining, Control Side, Chain Colour, Price, More, Del.

2 Open the customer quote page you would like to apply a markup to.

Apollo Blinds [Test] DATE: 19/05/2025 TIME: 10:50:07 AM
USER: HARRY FRICKLETON
LAST SAVED ON: NOT SAVED YET.

204250116 Address Line 1 Email Records

Company Name Address Line 2 Phone Mobile

Customer Name Suburb Postcode Order number Sidemark

NOT APPROVED

Wood & Fauxwood | Vertical Blinds | **Roman** | Curtain | Metal Venetian | Bloc | Bloc Fixed Items | Drette | Awnings And Skylights | Perfect Fit | Shutters

Roman Shade

Ref	Width	Height	Types	Materials	Colours	Blind Type	Control Type	Lining	Control Side	Chain Colour	Sam Price	Qty	Add
	mm	mm										1	+

essential Fauxwood

#	Blind Reference	Slat Colour	Measure Type	Width	Height	Types	Install Height	Control Length	Brackets	Valance	Valance Length	Price	More	Del
1	NA	50mm Cin	Blind Size	1200	1200	Essential I	2200	500		Custom	1400	96.00		
2	NA	50mm Cin	Blind Size	1200	1200	Essential I	2200	500		Custom	1400	96.00		
3	NA	50mm Cin	Blind Size	1200	1200	Essential I	2200	500		Custom	1400	96.00		
4	NA	50mm Cin	Blind Size	1200	1200	Essential I	2200	500		Custom	1400	96.00		

Order Sheet in PDF Order Sheet in EXL **384.00**

3 Locate the 'Total' line and press the '+' button next to the price.

Roman Shade

#	Ref	Width	Height	Types	Materials	Colours	Blind Type	Control Type	Lining	Control Side	Chain Colour	Price	More	Del
1	Bedroom 2	2000	2000	Roman - E	Ariella		Standard	Endless M	Blackout I	Left	Chrome M	360.30		
2	Bedroom 2	2000	2000	Roman - E	Ariella		Standard	Endless M	Blackout I	Left	Chrome M	360.30		
3	Bedroom 2	2000	2000	Roman - E	Ariella		Standard	Endless M	Blackout I	Left	Chrome M	360.30		
4	Bedroom 2	2000	2000	Roman - E	Ariella		Standard	Endless M	Blackout I	Left	Chrome M	360.30		

Order Sheet in PDF Order Sheet in EXL **1,441.20**

Instructions

Attachments

Total Price	Fitting Charge	Accessories	Total
1,825.20	0.00	0.00	1,825.20
		Total + VAT	1,825.20
		Grand Total	1,825.20
Deposit Description	Date		0.00
	Balance Due		1,825.20

£ 1,825.20

4

This will open a 'Markup (%)' field that will allow you to make amendments to the reflected recommended retail price.

The screenshot shows a software interface with a table of items at the top. Below the table, there are buttons for 'Order Sheet in PDF' and 'Order Sheet in EXL', and a total price of 1,441.20. A 'Markup (%)' field is highlighted with an orange circle, showing a value of 0. Below this, there are fields for 'Total + VAT', 'Grand Total', 'Deposit Description', 'Date', and 'Balance Due'. A 'Pay' button is also visible.

Total Price	Fitting Charge	Accessories	Total
1,825.20	0.00	0.00	1,825.20

Markup (%) 0

Total + VAT 1,825.20 -

Grand Total 1,825.20 +

Deposit Description Date 0.00

Balance Due 1,825.20 Pay

5

Enter the desired markup and press the 'tick' button to amend the price.

The screenshot shows the same software interface as above, but with the 'Markup (%)' field set to 20. A 'tick' button is highlighted with an orange circle, indicating that the user has confirmed the change. The 'Total + VAT' and 'Grand Total' values remain the same as in the previous screenshot.

Total Price	Fitting Charge	Accessories	Total
1,825.20	0.00	0.00	1,825.20

Markup (%) 20 ✓

Total + VAT 1,825.20 -

Grand Total 1,825.20 +

Deposit Description Date 0.00

Balance Due 1,825.20 Pay

6 Once the markup has been implemented the dropdown will automatically shut.

NOTE: This is to ensure for franchisees using BlinQ as a customer facing sales tool that the retail markup field is not visible.

roman Shade

#	Ref	Width	Height	Types	Materials	Colours	Blind Type	Control Type	Lining	Control Side	Chain Colour	Price	More	Del
1	Bedroom 2	2000	2000	Roman - B	Ariella		Standard	Endless M	Blackout I	Left	Chrome M	360.30		
2	Bedroom 2	2000	2000	Roman - B	Ariella		Standard	Endless M	Blackout I	Left	Chrome M	360.30		
3	Bedroom 2	2000	2000	Roman - B	Ariella		Standard	Endless M	Blackout I	Left	Chrome M	360.30		
4	Bedroom 2	2000	2000	Roman - B	Ariella		Standard	Endless M	Blackout I	Left	Chrome M	360.30		

Order Sheet in PDF Order Sheet in EXL 1,441.20 1441.20 0 ✓

Instructions

Attachments

Sketch Upload File Camera

£ 2,190.24

Total Price	Fitting Charge	Accessories	Total
1,825.20	0.00	0.00	1,825.20
		Total + VAT	2,190.24 +
		Grand Total	2,190.24 +
Deposit Description	Date	0.00	
	Balance Due	2,190.24	Pay

7 Similarly, a discount can also be applied to the quote by pressing the '+' button next to the 'Grand Total' box. This will allow you to either input a % or £ discount.

roman Shade

#	Ref	Width	Height	Types	Materials	Colours	Blind Type	Control Type	Lining	Control Side	Chain Colour	Price	More	Del
1	Bedroom 2	2000	2000	Roman - B	Ariella		Standard	Endless M	Blackout I	Left	Chrome M	360.30		
2	Bedroom 2	2000	2000	Roman - B	Ariella		Standard	Endless M	Blackout I	Left	Chrome M	360.30		
3	Bedroom 2	2000	2000	Roman - B	Ariella		Standard	Endless M	Blackout I	Left	Chrome M	360.30		
4	Bedroom 2	2000	2000	Roman - B	Ariella		Standard	Endless M	Blackout I	Left	Chrome M	360.30		

Order Sheet in PDF Order Sheet in EXL 1,441.20 1441.20 0 ✓

Instructions

Attachments

Sketch Upload File Camera

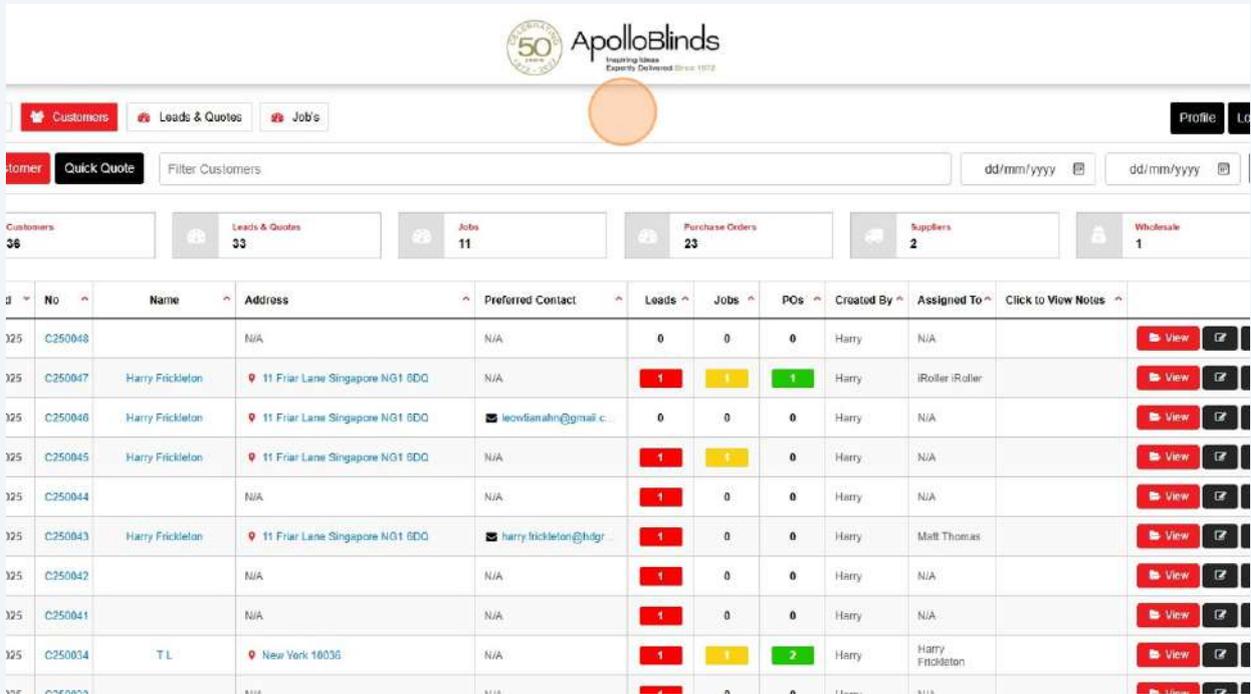
£ 2,190.24

Total Price	Fitting Charge	Accessories	Total
1,825.20	0.00	0.00	1,825.20
		Total + VAT	2,190.24 +
		Discount (%)	
		Discount (£)	0.00
		Grand Total	2,190.24 -
Deposit Description	Date	0.00	

Viewing and Updating Lead Status in BlinQ

1

This guide will walk you through changing the 'status' of your customer on the BlinQ app.



The screenshot displays the ApolloBlinds BlinQ app interface. At the top, there's a navigation bar with tabs for Customers, Leads & Quotes, and Job's. Below this is a search bar for customers and date pickers. A summary row shows counts for Customers (36), Leads & Quotes (33), Jobs (11), Purchase Orders (23), Suppliers (2), and Wholesale (1). The main part of the screen is a table with the following columns: No, Name, Address, Preferred Contact, Leads, Jobs, POs, Created By, Assigned To, and Click to View Notes. The table contains several rows of customer data, with some cells containing colored indicators (red, yellow, green) representing lead status.

No	Name	Address	Preferred Contact	Leads	Jobs	POs	Created By	Assigned To	Click to View Notes
C250048		N/A	N/A	0	0	0	Harry	N/A	View
C250047	Harry Frickleton	11 Friar Lane Singapore NG1 8DQ	N/A	1	1	1	Harry	IRoller iRoller	View
C250046	Harry Frickleton	11 Friar Lane Singapore NG1 8DQ	leovfanah@gmail.c...	0	0	0	Harry	N/A	View
C250045	Harry Frickleton	11 Friar Lane Singapore NG1 8DQ	N/A	1	1	0	Harry	N/A	View
C250044		N/A	N/A	1	0	0	Harry	N/A	View
C250043	Harry Frickleton	11 Friar Lane Singapore NG1 8DQ	harry.frickleton@hdyr...	1	0	0	Harry	Matt Thomas	View
C250042		N/A	N/A	1	0	0	Harry	N/A	View
C250041		N/A	N/A	1	0	0	Harry	N/A	View
C250034	T.L	New York 10036	N/A	1	1	2	Harry	Harry Frickleton	View

2 Click "Leads & Quotes". This will take you to lead & quote management page.

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Customers 36 | Leads & Quotes 33 | Jobs 11 | Purchase Orders 23 | Suppliers 2 | Wholesale 1

Created	No	Name	Address	Preferred Contact	Leads	Jobs	POs	Created By	Assigned To	Click to View Notes
10 Feb 2025	C250048		N/A	N/A	0	0	0	Harry	N/A	
11 Feb 2025	C250047	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	N/A	1	1	1	Harry	iRoller iRoller	
11 Feb 2025	C250046	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	leof@unah@gmail.com	0	0	0	Harry	N/A	
11 Feb 2025	C250045	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	N/A	1	1	0	Harry	N/A	
10 Feb 2025	C250044		N/A	N/A	1	0	0	Harry	N/A	
10 Feb 2025	C250043	Harry Frickleton	11 Friar Lane Singapore NG1 6DQ	harry.frickleton@hdgr...	1	0	0	Harry	Matt Thomas	
07 Feb 2025	C250042		N/A	N/A	1	0	0	Harry	N/A	
05 Feb 2025	C250041		N/A	N/A	1	0	0	Harry	N/A	
27 Jan 2025	C250034	T L	New York 10036	N/A	1	1	1	Harry	Harry Frickleton	

3 Once here, you will see two columns, one titled 'status' and one titled 'email status'.

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Customers | Leads & Quotes | Job's | Profile | Log

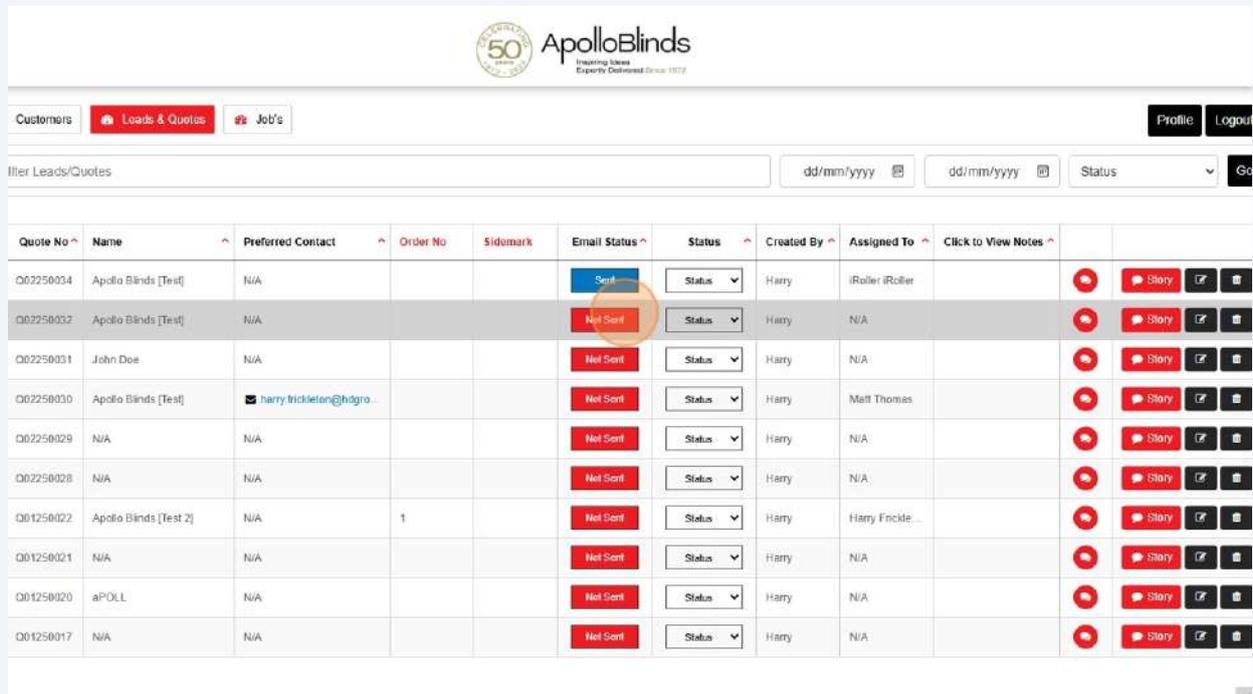
Filter Leads/Quotes | dd/mm/yyyy | dd/mm/yyyy | Status

Quote No	Name	Preferred Contact	Order No	Sidemark	Email Status	Status	Created By	Assigned To	Click to View Notes
Q02250034	Apollo Blinds [Test]	N/A			Sent	Status	Harry	iRoller iRoller	
Q02250032	Apollo Blinds [Test]	N/A			Not Sent	Status	Harry	N/A	
Q02250031	John Doe	N/A			Not Sent	Status	Harry	N/A	
Q02250030	Apollo Blinds [Test]	harry.frickleton@hdgr...			Not Sent	Status	Harry	Matt Thomas	
Q02250029	N/A	N/A			Not Sent	Status	Harry	N/A	
Q02250028	N/A	N/A			Not Sent	Status	Harry	N/A	
Q01250022	Apollo Blinds [Test 2]	N/A	1		Not Sent	Status	Harry	Harry Fricke...	
Q01250021	N/A	N/A			Not Sent	Status	Harry	N/A	
Q01250020	aPOLL	N/A			Not Sent	Status	Harry	N/A	
Q01250017	N/A	N/A			Not Sent	Status	Harry	N/A	

4

The email status column cannot be modified from here. It indicates whether or not your quote has been sent to the customer.

To learn how to send a quote please view the tutorial BlinQ - Send Customer Quote using Email Template.

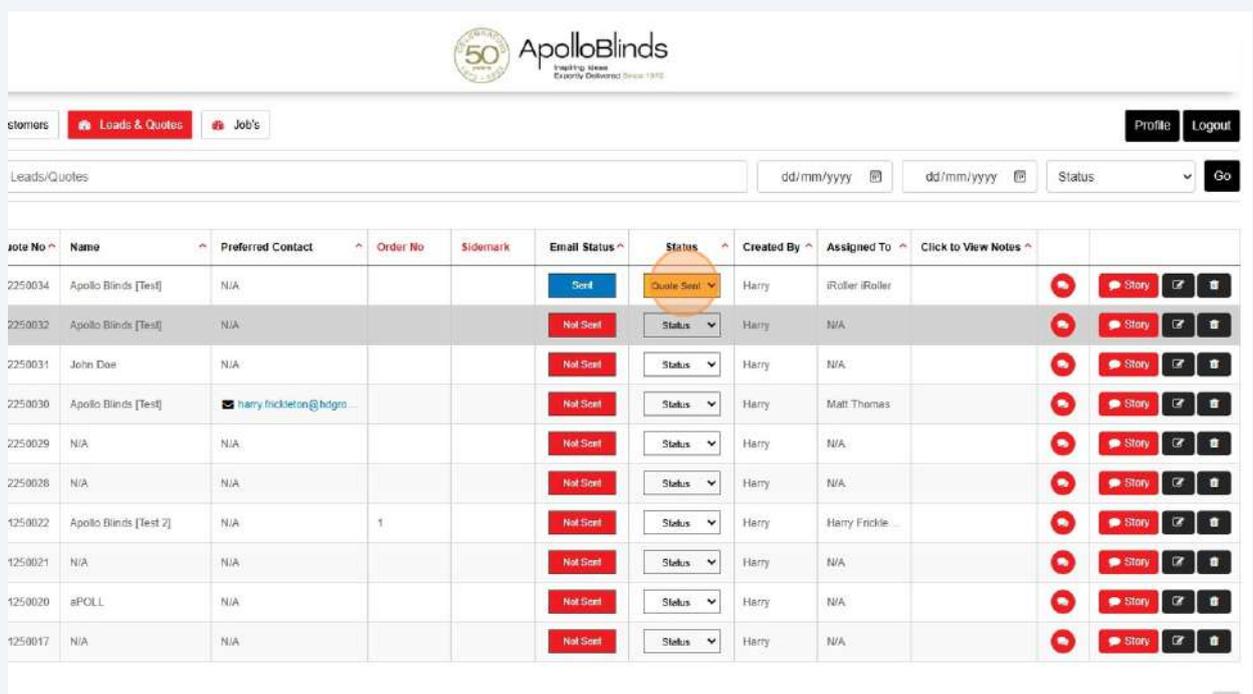


The screenshot shows the ApolloBlinds CRM interface. At the top, there is a navigation bar with 'Customers', 'Leads & Quotes', and 'Job's' tabs. Below this is a search bar with filters for date and status. The main content is a table of quotes. The 'Email Status' column contains buttons for 'Sent' (blue) and 'Not Sent' (red). A red circle highlights the 'Not Sent' button for the second row.

Quote No	Name	Preferred Contact	Order No	Sidemark	Email Status	Status	Created By	Assigned To	Click to View Notes
Q02250034	Apollo Blinds [Test]	N/A			Sent	Status	Harry	iRoller iRoller	Story
Q02250032	Apollo Blinds [Test]	N/A			Not Sent	Status	Harry	N/A	Story
Q02250031	John Doe	N/A			Not Sent	Status	Harry	N/A	Story
Q02250030	Apollo Blinds [Test]	harry.trickleton@hedges			Not Sent	Status	Harry	Matt Thomas	Story
Q02250029	N/A	N/A			Not Sent	Status	Harry	N/A	Story
Q02250028	N/A	N/A			Not Sent	Status	Harry	N/A	Story
Q01250022	Apollo Blinds [Test 2]	N/A	1		Not Sent	Status	Harry	Harry Frickle...	Story
Q01250021	N/A	N/A			Not Sent	Status	Harry	N/A	Story
Q01250020	aPOLL	N/A			Not Sent	Status	Harry	N/A	Story
Q01250017	N/A	N/A			Not Sent	Status	Harry	N/A	Story

5

The 'Status' tab is a tool that can be manually controlled to help you and your staff manage each customer.



The screenshot shows the ApolloBlinds CRM interface. At the top, there is a navigation bar with 'Customers', 'Leads & Quotes', and 'Job's' tabs. Below this is a search bar with filters for date and status. The main content is a table of quotes. The 'Status' column contains buttons for 'Quote Sent' (orange) and 'Status' (grey). A red circle highlights the 'Quote Sent' button for the first row.

Quote No	Name	Preferred Contact	Order No	Sidemark	Email Status	Status	Created By	Assigned To	Click to View Notes
2250034	Apollo Blinds [Test]	N/A			Sent	Quote Sent	Harry	iRoller iRoller	Story
2250032	Apollo Blinds [Test]	N/A			Not Sent	Status	Harry	N/A	Story
2250031	John Doe	N/A			Not Sent	Status	Harry	N/A	Story
2250030	Apollo Blinds [Test]	harry.trickleton@hedges			Not Sent	Status	Harry	Matt Thomas	Story
2250029	N/A	N/A			Not Sent	Status	Harry	N/A	Story
2250028	N/A	N/A			Not Sent	Status	Harry	N/A	Story
1250022	Apollo Blinds [Test 2]	N/A	1		Not Sent	Status	Harry	Harry Frickle...	Story
1250021	N/A	N/A			Not Sent	Status	Harry	N/A	Story
1250020	aPOLL	N/A			Not Sent	Status	Harry	N/A	Story
1250017	N/A	N/A			Not Sent	Status	Harry	N/A	Story

6

By clicking on the drop down, there will be several options for you to label your customer and categorise them into groups.

The screenshot shows the ApolloBlinds CRM interface. At the top, there is a navigation bar with 'Customers', 'Leads & Quotes', and 'Job's' tabs. Below this is a search bar with filters for date and status. The main area contains a table of leads. The 'Status' column for the second row is highlighted, showing a dropdown menu with options like 'Quote Sent', 'Consultation', and 'Status'.

Quote No	Name	Preferred Contact	Order No	Sidemark	Email Status	Status	Created By	Assigned To	Click to View Notes
2250034	Apollo Blinds [Test]	N/A			Sent	Quote Sent	Harry	iRoller iRoller	Story
2250032	Apollo Blinds [Test]	N/A			Not Sent	Consultation	Harry	N/A	Story
2250031	John Doe	N/A			Not Sent	Status	Harry	N/A	Story
2250030	Apollo Blinds [Test]	harry.nickleton@hdgro...			Not Sent	Status	Harry	Matt Thomas	Story
2250029	N/A	N/A			Not Sent	Status	Harry	N/A	Story
2250028	N/A	N/A			Not Sent	Status	Harry	N/A	Story
1250022	Apollo Blinds [Test 2]	N/A	1		Not Sent	Status	Harry	Harry Frickie ...	Story
1250021	N/A	N/A			Not Sent	Status	Harry	N/A	Story
1250020	aPOLL	N/A			Not Sent	Status	Harry	N/A	Story
1250017	N/A	N/A			Not Sent	Status	Harry	N/A	Story

7

Click the 'list' button at the top left once all of your customers have been labelled under the status tab to view them in group format using the 'card' option.

The screenshot shows the ApolloBlinds CRM interface. At the top, there is a navigation bar with 'Customers', 'Leads & Quotes', and 'Job's' tabs. Below this is a search bar with filters for date and status. The 'List' button is highlighted in the search bar. The main area contains a table of leads with various status options like 'Quote Sent', 'Consultation', 'Pending', and 'Go Ahead'.

Created	Quote No	Name	Preferred Contact	Order No	Sidemark	Email Status	Status	Created By	Assigned To	Click to View Notes
11 Feb 2025	002250034	Apollo Blinds [Test]	N/A			Sent	Quote Sent	Harry	iRoller iRoller	Story
11 Feb 2025	002250032	Apollo Blinds [Test]	N/A			Not Sent	Consultation	Harry	N/A	Story
10 Feb 2025	002250031	John Doe	N/A			Not Sent	Pending	Harry	N/A	Story
10 Feb 2025	002250030	Apollo Blinds [Test]	harry.nickleton@hdgro...			Not Sent	Go Ahead	Harry	Matt Thomas	Story
07 Feb 2025	002250029	N/A	N/A			Not Sent	Consultation	Harry	N/A	Story
06 Feb 2025	002250028	N/A	N/A			Not Sent	Consultation	Harry	N/A	Story
27 Jan 2025	001250022	Apollo Blinds [Test 2]	N/A	1		Not Sent	Pending	Harry	Harry Frickie ...	Story
24 Jan 2025	001250021	N/A	N/A			Not Sent	Did Not G...	Harry	N/A	Story
24 Jan 2025	001250020	aPOLL	N/A			Not Sent	Go Ahead	Harry	N/A	Story
08 Jan 2025	001250017	N/A	N/A			Not Sent	Pending	Harry	N/A	Story

8

In 'Card' format customer status can be changed by dragging customers across categories.

The screenshot shows the ApolloBlinds CRM interface. At the top, there is a navigation bar with 'Customers', 'Leads & Quotes', and 'Job's'. Below this is a search bar with 'Filter Leads/Quotes' and date pickers. The main area displays a grid of customer cards. The 'Consultation Booked' status is highlighted with a red circle. The cards are organized into columns based on their status: 'No Status', 'Consultation Booked', 'Quote Sent', 'Pending', and 'Quote Followed Up / Arch'. Each card contains customer details, preferred contact, assigned staff, and status buttons.

No Status	Consultation Booked	Quote Sent	Pending	Quote Followed Up / Arch
<p>N/A 18 Oct 2024 Preferred Contact N/A Assigned Staff Email Status: Not Sent Quote Status: No Status Notes:</p>	<p>N/A 08 Feb 2025 Preferred Contact N/A Assigned Staff Email Status: Not Sent Quote Status: Consultation Booked Notes:</p>	<p>Apollo Blinds [Test] 11 Feb 2025 Preferred Contact N/A Assigned Staff Email Status: Sent Quote Status: Quote Sent Notes:</p>	<p>N/A 08 Jan 2025 Preferred Contact N/A Assigned Staff Email Status: Not Sent Quote Status: Pending Notes:</p>	<p>mrBling 18 Oct 2024 Preferred Contact homoeshadi@gmail.com Assigned Staff Email Status: Not Sent Quote Status: Quote Notes:</p>
<p>N/A 12 Feb 2025 Preferred Contact N/A Assigned Staff Email Status: Not Sent Quote Status: No Status Notes:</p>	<p>N/A 07 Feb 2025 Preferred Contact N/A Assigned Staff Email Status: Not Sent Quote Status: Consultation Booked Notes:</p>		<p>Apollo Blinds [Test 2] 23 Jan 2025 Preferred Contact N/A Assigned Staff Email Status: Not Sent Quote Status: Pending Notes:</p>	
<p>aPOLL 06 Jan 2025 Preferred Contact Tian.Ahnl.eow@hbd Assigned Staff N/A Email Status: Not Sent Quote Status: N/A Notes:</p>	<p>Apollo Blinds [Test] 11 Feb 2025 Preferred Contact N/A Assigned Staff Email Status: Not Sent Quote Status: N/A Notes:</p>		<p>John Doe 10 Feb 2025 Preferred Contact N/A Assigned Staff Email Status: Not Sent Quote Status: N/A Notes:</p>	

9

This screenshot is identical to the one above, showing the ApolloBlinds CRM interface with customer cards in 'Card' format. The 'Consultation Booked' status is highlighted with a red circle. The layout and data are the same as in the previous image.

10 Click and hold the card headings to drag left and view all the different groups.

The screenshot shows the ApolloBlinds CRM interface. At the top, there is a navigation bar with the company logo, a user profile, and a 'Logout' button. Below this is a search bar for 'Leads/Quotes' with date filters. The main area is a grid of quote cards, each representing a different quote. The cards are organized into groups, with the 'Quote Sent' group highlighted in orange. A red circle highlights the 'Quote Sent' group heading, indicating that it can be clicked and held to drag left and view all the different groups.

Quote #	Preferred Contact	Assigned Staff	Quote Status
Q1024004	N/A	N/A	No Status
Q02250026	N/A	N/A	Consultation Booked
Apollo Blinds [Test]	N/A	iRoller	Sent
Q02250034	N/A	iRoller	Quote Sent
N/A	N/A	N/A	Not Sent
Q01250017	N/A	N/A	Pending
mrBling	haneshahd@gmail...	N/A	Not Sent
Q10240007	N/A	N/A	Quote Followed Up / ...
Q02250035	N/A	N/A	No Status
Q02250029	N/A	N/A	Not Sent
Q02250029	N/A	N/A	Consultation Booked
Apollo Blinds [Test 2]	N/A	Harry	Not Sent
Q01250022	N/A	Harry	Pending
Q01250018	N/A	N/A	No Status
Apollo Blinds [Test]	N/A	N/A	No Status
Q02250032	N/A	N/A	No Status
John Doe	N/A	N/A	No Status
Q02250031	N/A	N/A	No Status

11 Click here.

The screenshot shows the ApolloBlinds CRM interface. At the top, there is a navigation bar with the company logo, a user profile, and a 'Logout' button. Below this is a search bar for 'Leads/Quotes' with date filters. The main area is a grid of quote cards, each representing a different quote. The cards are organized into groups, with the 'Go Ahead' group highlighted in blue. A red circle highlights the 'Go Ahead' group heading, indicating that it can be clicked here.

Quote #	Preferred Contact	Assigned Staff	Quote Status
Q02250034	iRoller	N/A	Quote Sent
N/A	N/A	N/A	Not Sent
Q01250017	N/A	N/A	Pending
mrBling	haneshahd@gmail...	N/A	Not Sent
Q10240007	N/A	N/A	Quote Followed Up / ...
aPOLL	N/A	N/A	Not Sent
Q01250020	N/A	N/A	Go Ahead
24 Jun 2025	N/A	N/A	Not Sent
Q01250021	N/A	N/A	Did Not Go Ahead
Apollo Blinds [Test 2]	N/A	Harry	Not Sent
Q01250022	N/A	Harry	Pending
Apollo Blinds [Test]	harry.brookston@hdb...	Matt	Not Sent
Q02250030	N/A	Matt	Go Ahead
John Doe	N/A	N/A	No Status
Q02250031	N/A	N/A	No Status
Apollo Blinds [Test]	N/A	N/A	No Status
Q02250030	N/A	N/A	No Status

12 To see the status of your Purchase Order, click on job tab.

NOTE: The status under the job tab is referring to the status of your Purchase Order and cannot be manually modified on the BlinQ app.

The screenshot displays the ApolloBlinds web application interface. At the top, there is a navigation bar with the ApolloBlinds logo (50th Anniversary) and the text "ApolloBlinds Inspiring Ideas Exceeding Delivery Since 1972". Below the logo, there are navigation tabs: "stomers", "Leads & Quotes", and "Jobs". To the right of these tabs are "Profile" and "Logout" buttons. Below the navigation bar, there are two date input fields labeled "dd/mm/yyyy" and a "Job Status" dropdown menu with a "Go" button. The main content area features a table with the following columns: "Job No", "Name", "Address", "Order No", "Sidemark", "Product", "ETC", "Status", "G. Total", and "Balance". The table contains three rows of data. The "Status" column for each row has a dropdown menu and a toggle switch. The first row (Job No: 016) has a status of "Status" and a toggle switch that is turned on. The second row (Job No: 015) has a status of "Ordered" and a toggle switch that is turned off. The third row (Job No: 011) has a status of "Status" and a toggle switch that is turned on. A "1" is displayed in the bottom right corner of the table area.

Job No	Name	Address	Order No	Sidemark	Product	ETC	Status	G. Total	Balance
016	Apollo Blinds [Test] Harry Frickleton	11 First Lane Singapo...			Premium Fauxw...	dd/mm/yyyy	Status	438.37	438.37
015	Apollo Blinds [Test] Harry Frickleton	11 First Lane Singapo...			Essential Fauxw...	21/02/2025	Ordered	72.47	72.47
011	Apollo Blinds [Test 2] T L	New York 10036	1		Essential Fauxw...	dd/mm/yyyy	Status	87.60	87.60