Delete a Quote %

This article applies to:

You can delete a quote that is in any status on a contact record using the following steps:

- 1. Open the contact record
- 2. Scroll down and click on Orders



3. Click the quote to open it

Recent Quotes	
Quote Number	
Recent Orders	
This contact does not have any recent orders.	

4. Click the Delete button

Preview Save Draft Place Order Delete	
d'''	
r	
Amount	Status

Quotes that have not been sent and are in a Draft status may be deleted.

- 1. Navigate to a contact where you have drafted a quote, but not sent it
- 2. Select the **Orders** tab

		Sel	ect an action	T
Tuesday, January 14, 2020 1:31:10 PM	Last Updated: Mich	ael Indrelunas T	uesday, January 14, 2	2020 1:31:10 PM 🕐
Igns Campaigns (Stealth)	Opportunities	Orders	Web Profile	File Box

- 3. Click the Delete Draft button
- 4. Confirm that you would like to delete the quote

ky667.infusionsoft.com says Are you sure you want to delete this quote?
Created: Michael Indrelunas Tuesday, January 14, 2020 1:31:10 PM 🕴 Last Updated: Mic

5. You will see the following confirmation when the draft has been deleted

	Draft has been deleted successfully.			
Recent Quotes				
This contact	t does not have any recent quotes.			