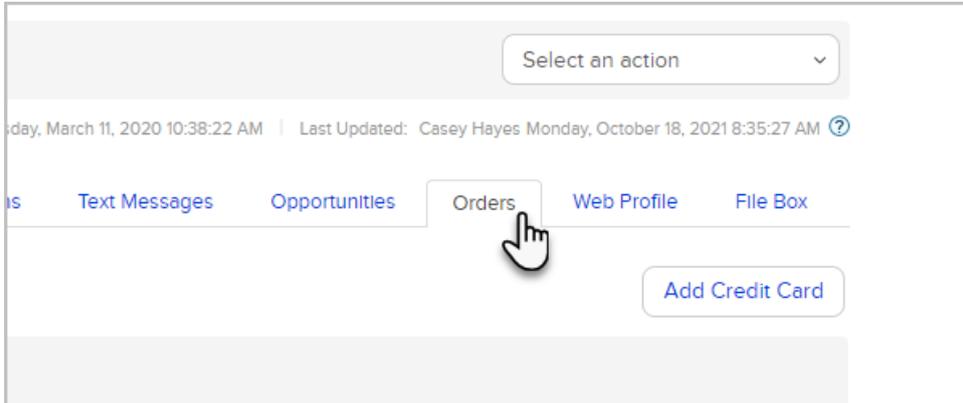


Delete a Quote

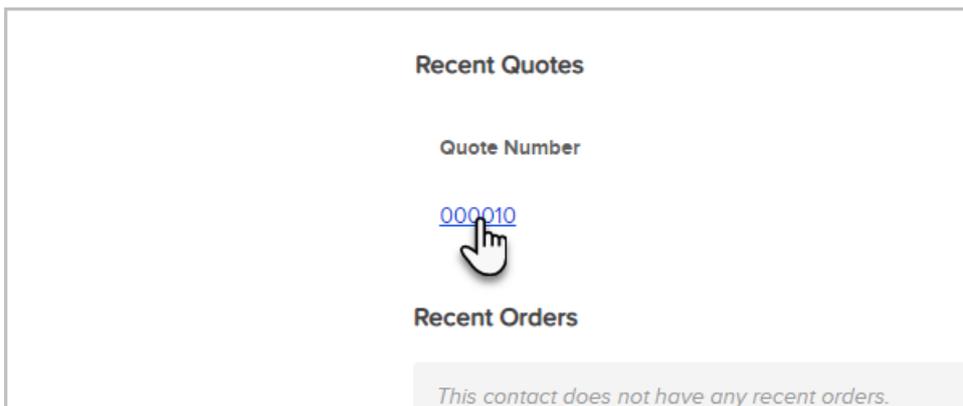
This article applies to:

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

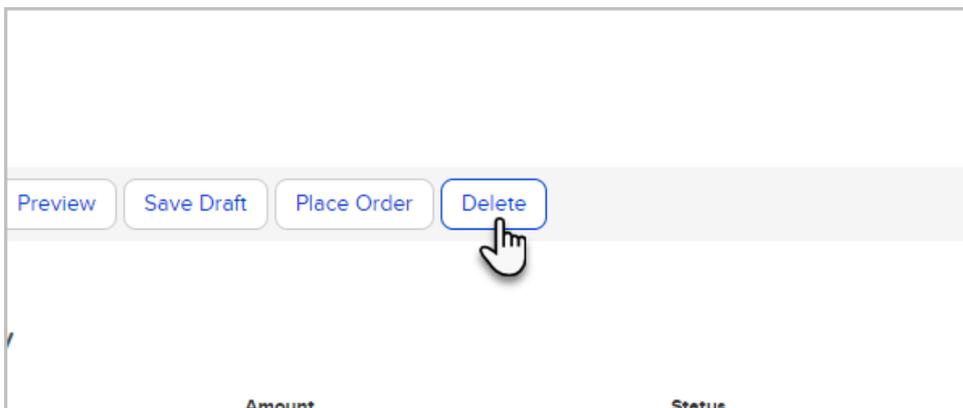
1. Open the contact record
2. Scroll down and click on **Orders**



3. Click the quote to open it

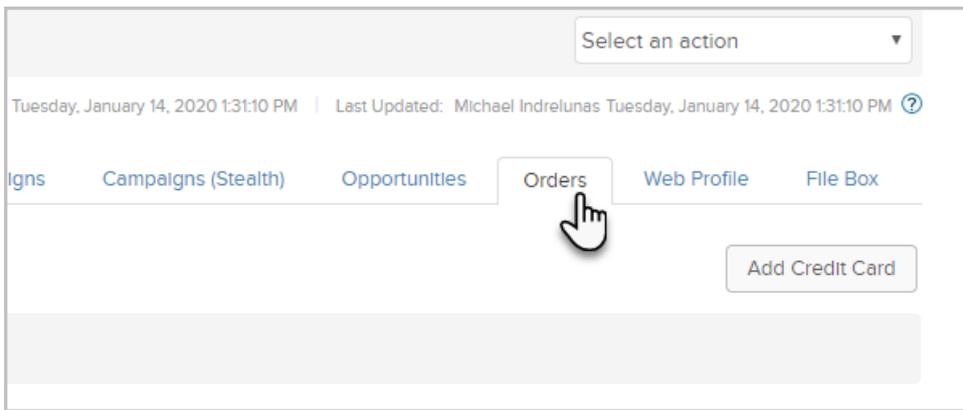


4. Click the **Delete** button

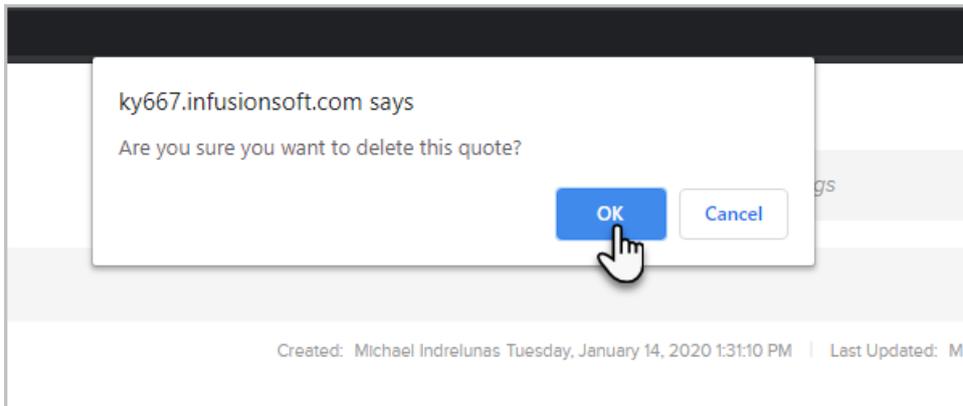


Quotes that have not been sent and are in a Draft status may be deleted.

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



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



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

