

## **Do I need to keep hardcopies of the quote and order documents?**

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The simple answer is no.

A lot of people like to keep hardcopies and/or softcopies of all the paperwork in their business. There is no problem with this, but there is also no need to worry if you can't find a specific document.

The ShedTech web server is like a virtual file cabinet of all of your quotes and orders. At any time you can recreate a quote or order document from your list of active quotes and orders. There is no limit to the amount of times you can print or email a document.

When looking for quote and/or order details, you can search for them by customer name, job number or quote/order date.