

## Instructions for updating a TruStile quote created prior to 12/16/24 to new pricing:

1. Open your quote
2. Copy or create a new version of your quote:
  - To Copy your quote into a new quote with a new quote number, select the “Copy” button on the top left of your quote screen
  - To create a new version of your quote that will utilize a similar quote number, select the version icon on the top right of your quote screen
3. **Important:** Once you have copied or created a new version of your quote, select the “Validate All” button that is located on the left hand side of the screen above line 1 of your quote.
4. Once validation is complete, your quote will reflect the new pricing that will be in effect for your quote for orders placed after 1/10/25.
  - **Note:** pricing will only change if the original quote was created prior to 12/16/24