

SPEEDQUOTE

Welcome to [SpeedQuote](http://www.speedquote.co.uk)



Thank you for downloading this welcome package. If you have any questions, please feel free to contact us anytime at sales@speedquote.co.uk

Getting Started

Your FREE trial of SpeedQuote starts when you register. You can have a FREE trial on The PrintBuyer Network when you complete these simple steps:

1. **Log on to SpeedQuote** and
 - a. Update your Details
 - b. Update your Profile
2. **Notify** sales@speedquote.co.uk that you have done step 1.
3. **Wait 1 day** (we add new printers to the site in the morning)
4. **Register as a Buyer** on PrintBuyer.net
 - a. Use a postcode near your business
 - b. You will get an email that a new buyer has registered near you and an email regarding their quote request.
5. **Request a Quote**
 - a. Choose yourself as 1 of many printers.
6. **Close the sale**
 - a. Contact the buyer and ask them to place an order online!
 - i. Place an order with yourself – it's easy!
 - b. All Marketing/Contact details are deposited into your SpeedQuote CRM system to follow up the leads.
 - c. You can export the information for use in variable data marketing programs, sales meetings, etc.



Log on to SpeedQuote

Go to www.speedquote.co.uk and log on using your email address and your password. The initial password is "speedquote". You can change either or both once you log on.

Update Your Details

Go to Users > Your Details

Supplier ID:	2643
Company Name:	<input type="text" value="Bespoke Printing"/>
First Name:	<input type="text" value="Mike"/>
Name:	<input type="text" value="McLain"/>
Address 1:	<input type="text" value="1234 London Road"/>

This information is presented to buyers on PrintBuyer.net and on Your Private Ecommerce site. (*Which is part of the system too!*) Therefore you need to fill in all the blanks with valid information where appropriate. Update or change your email log on / password. Many printers use a group email address like sales@yourcompany.co.uk so many people will be notified about leads, activity and orders!

Update your Profile

So that we can match suppliers with buyer jobs please complete the entire Profile section:

Profile

To help us to accurately match printers with print jobs, please complete your profile.

Products you supply:

	Bespoke		Bespoke		Bespoke
4CX Poster	<input checked="" type="checkbox"/>	Ancillary	<input checked="" type="checkbox"/>	Annual Reports	<input checked="" type="checkbox"/>
Bags	<input checked="" type="checkbox"/>	Banners	<input checked="" type="checkbox"/>	Booklets	<input checked="" type="checkbox"/>
Books	<input checked="" type="checkbox"/>	Boxes	<input checked="" type="checkbox"/>	Brochures	<input checked="" type="checkbox"/>
Bumper Stickers	<input checked="" type="checkbox"/>	Business Cards	<input checked="" type="checkbox"/>	Calendar	<input checked="" type="checkbox"/>
Catalogues	<input checked="" type="checkbox"/>	Certificates	<input checked="" type="checkbox"/>	Cheque Printing	<input checked="" type="checkbox"/>
Compliment Slips	<input checked="" type="checkbox"/>	Continuation Sheets	<input checked="" type="checkbox"/>	Continuous Forms	<input checked="" type="checkbox"/>
Copies	<input checked="" type="checkbox"/>	Direct Mail	<input checked="" type="checkbox"/>	Envelopes	<input checked="" type="checkbox"/>

Put a tick next to the products you sell and un-tick the ones you don't want to quote on, if any.



Complete all of the information on this profile page and pay close attention to Print Certifications:

Print Certification:

Please select any of the following standards or certifications you have obtained:

- ISO 9001 Certified
- ISO 14001 Certified
- FSC
- BPIF
- Colour Certification

Buyers on PrintBuyer.net will search for printers based upon qualifications, delivery dates, feedback and price.

Enter in information about your company that will appear on the PrintBuyer Network.

Update Profile

You can edit / update your company profile in the Site Administration - Profile.

Follow us on Twitter:
@speedquote
@printbuyerpro

Company Profile:
Use this area to market you business as clients on your site and if you've elected, the national site

Update

Once you are at this stage you are ready to go on the live site.

Contact sales@speedquote.co.uk to indicate that you are ready to start your **FREE** trial.

The sales person will enable your account and the next morning you will appear on The PrintBuyer Network.



After you are Registered on The PrintBuyer Network we suggest that you:

1. Go to www.printbuyer.net and Register as a Buyer
 - a. We suggest you use a Post Code near your business
 - b. You will get an email that a new buyer has registered near you with all of their details.

2. Get a Quote
 - a. Choose 1- many printers including your business.

Please choose your search criteria:

Choose location (from CO13 9DA): Local (30 miles) Regional (75 miles) National (Any)

Minimum Press:

Choose type of printer: General/Commerical Digital 4 Colour

Employees:

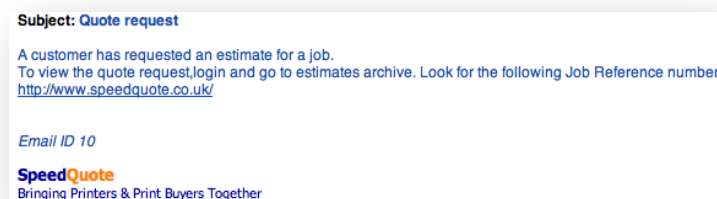
Annual Sales:

Other options: ISOCertified9001 ISOCertified14001 FSC BPIF Colour Certification ISOCertified27001 Security Printer

Choose All:

Distance	Printer	Town	Postcode	Feedback	Info	Select
0 miles	Colour Printing Ltd	Frinton On Sea	CO13 9DA	90.65%	<input type="button" value="MORE INFO"/>	<input type="checkbox"/>
0 miles	Benchmark Printer	city	co13 9da	N/a	<input type="button" value="MORE INFO"/>	<input type="checkbox"/>
0 miles	Bespoke Printing	Frinton On Sea	co13 9da	90.91%	<input type="button" value="MORE INFO"/>	<input type="checkbox"/>
36 miles	354	Basildon	SS14 3JB	N/a	<input type="button" value="MORE INFO"/>	<input type="checkbox"/>
40 miles	Anton Group	Laindon	SS15 6TR	N/a	<input type="button" value="MORE INFO"/>	<input type="checkbox"/>

- b. You will get an email regarding the quote request.



3. Close the sale.
 - a. Log into SpeedQuote and in your SQ Estimate Archive you will find this quote request with the job specification. Respond with a Price or Decline to quote on the job. Either way the buyer will get an email alert.

Date	Quote Type	Jobref/Title	Name	Company	Product	Qty	Price	Best	Options
5/12/2012	Standard	16263949Z Letterheads	Mike McLain	SpeedQuote (Customer Details)	Letterheads	5000	Click here to enter pricing	N/a	<input type="button" value="Settings"/> <input type="button" value="Print"/> <input type="button" value="Close"/> <input type="button" value="Edit"/>

Click to Enter pricing

Print | Produce Quote Letter | Close Window

You can enter a manual price or decline this quote

Enter in the Total price (including everything) and then if appropriate enter in the Paper and Delivery costs.

Quantity	Price	Paper Cost Optional)	Delivery Cost (Optional)
5000	£ <input type="text" value="0"/>	£ <input type="text" value="0"/>	£ <input type="text" value="0"/>
<input type="button" value="Accept"/>		<input type="button" value="Decline"/>	

Total Price (5000): £0
 Job Reference: 162639497
 Job Title: Letterheads
 Product Type: Letterheads
 Quantity: 5000
 Proofs: PDF (face)
 PDF (reverse)
 Finished Size: A4
 Paper Type: Standard Matt Art Paper
 Paper Weight: 100gsm
 No of Colours: Face - 4 process
 Reverse - none
 Origination: OnDisk
 Packing: Boxed
 Delivery: M4 4DE

You can review the specification, enter a total price (paper and delivery costs where applicable) and then Accept the quote request. Alternatively you can decline to quote. Either way the buyer will get an email with your response and see your pricing on their site.

- b. When the buyer reviews all the pricing, your Ranking is updated in the Estimate Archive to show you the best price, your price and where you ranked (1).

Date	Quote Type	Jobref/Title	Name	Company	Product	Qty	Price	Best	Options
5/12/2012	Standard	162639497 Letterheads	Mike McLain	SpeedQuote (Customer Details)	Letterheads	5000	£499.95 (1)	£500	⚙️ 🔍 📄 🗑️ Edit

- c. All Marketing/Contact details are deposited into your SpeedQuote CRM system to follow up the leads. You can send the customer branded quote letters and export the information for use in email programs, sales meetings, etc.

Advertising on The PrintBuyer Network will generate leads and orders for your business.

Using SpeedQuote Ecommerce will help you drive online sales directly on your web site.

Online Ordering

This section describes how you process an online order from a Buyer on The Print Buyer Network.

We believe that when purchasing print, every buyer will want to get at least 3 prices before placing an order. As you know, any member of the Print Buyer Network can easily get a price on any print job from many printers at one time.

Using that information a buyer could order from any of the printers by simply clicking on Order Now with the selected Printer. (Go ahead – place an order with yourself)

The buyer goes through a simple ordering process. When in the Quote Summary Screen they simply click Order Now from the selected (winning) printer.

Order

Order Details

<p>Quantity : <input type="text" value="5000"/></p> <p>Order No : <input type="text" value="40439"/></p> <p>Purchase No : <input type="text" value="10058"/></p>	<p>Selected Printer : Colour Printing Ltd Dalmeny 41 First Avenue Frinton On Sea CO13 9DA</p> <p>Price : <input type="text" value="£ 499.95"/></p>
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The buyer selects the quantity, confirms the deliver address and accepts your terms and conditions for online ordering.

You are then sent an email informing you that you won this job. This comes to you as an order in SpeedQuote that you can accept or decline.

- *You can upgrade your site to include online payment with PayPal. Then you will receive a pre-paid job.*
- *You can upgrade your site to include File Upload directly to you via the cloud.*

The Buyer can track the order through the process with SpeedQuote providing automatic and manual updates to the job status!

Tracking

Please find below the details of all your current live jobs on the system.

Printer	Job	Product	Required	Delivery	Tracking Status	Comments
Bespoke Printing	SQ Test	Envelopes	29/4/2010	29/4/2010	Ordered	
Bespoke Printing		Flyers	27/4/2010	27/4/2010	Ordered	on it's way!

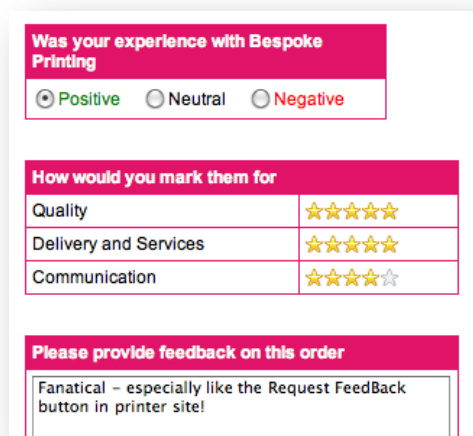
SPEEDQUOTE

When you log into SpeedQuote you will find an Order in your Order Archive. Simply review the job specifications and then “Create A Job” which is your acceptance of the job. The buyer is notified that the job is “In Progress”.

You can always add additional comments to the Tracking system using Customer > Tracking in SpeedQuote.

When the job is complete and ready to deliver create a Delivery Note which has all the pertinent details including Quantity delivered in a branded form. This will update the status to “Delivered.”

At this point the buyer is encouraged to leave feedback on the job. The buyer enters feedback and the job status is changed to Complete.



The screenshot shows a feedback form with three main sections:

- Was your experience with Bespoke Printing**: Radio buttons for Positive (selected), Neutral, and Negative.
- How would you mark them for**: A table with three rows: Quality (5 stars), Delivery and Services (5 stars), and Communication (4 stars).
- Please provide feedback on this order**: A text box containing the comment: "Fanatical - especially like the Request FeedBack button in printer site!"

When the buyer completes the Feedback it appears in your order archive.

Quote Reference :	162052203
Title :	
Quantity :	111
Product :	Flyers
Feedback Rating :	Positive
Quality :	*****
Delivery and Services :	*****
Communication :	****
Buyer Comments :	Fanatical - especially like the Request FeedBack button in printer site!

To complete the process Invoice the job; you can update the price and add the appropriate VAT. You can email the invoice to the client as well as print it out. At the end of a period you can export all invoice information and import those transactions into your accounting system.



Instant Pricing

We believe that you will soon tire of responding to these quotes manually and you, like other SpeedQuote suppliers, will benefit from providing an Instant Price to buyers on your Ecommerce site or The PrintBuyer Network.

Upgrading to Instant Pricing can happen while you are providing Bespoke quotes. Instant Pricing can be turned on / off for each product type. Therefore you can provide Instant pricing for most jobs and require Bespoke quoting for others.

Automatic Paper Update

Entering in your press, folding and cutting rates takes little time. However, entering and updating your stocks can be time consuming. Therefore we offer you the ability to Automatically Import and Update pricing from these paper companies:



Howard Smith Paper Group



Robert Horne Group

We also offer a Bespoke Export / Import of paper pricing so you can update your paper pricing easier.

You can also order paper directly in SpeedQuote to the paper companies above. The order can be for stock or on a job-by-job basis when a quote is converted to a job! You get an email order confirmation from the paper merchant so you know the order was placed!

Branded Ecommerce

Turn your website into a sales person. Whether you offer Bespoke or Instant Pricing on line your customers could go on your privately branded SpeedQuote ecommerce site and:

- Get a quote from you...
- Place an online order...
- Track the progress of that order...
- Upload Artwork...
- Pay for the order online...



- 24 hours a day....

Plus your sales team has a reason to call on your suspects / prospects and customers! Go to www.colourprinting.co.uk to try it out.

There are many other reasons how SpeedQuote can help your business grow!

Please contact sales@speedquote.co.uk to arrange an on line meeting to review all the possibilities!

Sign Up Now!

If you are ready to sign up now please go to Users > PrintBuyer Network and

1. Agree to terms and conditions
2. Indicated Payment method
 - a. World Pay for monthly Credit Card Payment
 - b. Direct Debit – download, complete and return documentation.
3. Contact Sales@speedquote.co.uk to discuss upgrade options:
 - a. Private printer e-commerce system
 - b. Add file upload capability
 - c. MIS functionality – Work tickets, Delivery Notes, Invoicing, order acknowledgements, Proof approval forms and more...
 - d. Add extra users
 - e. Join other buyer sites for more sales / lead opportunities!

Print Buyer Network

Join the PrintBuyer Network to get more leads and order from www.printbuyer.net

I agree to the [Terms and Conditions](#)

Display company on the PrintBuyer Network

£31.15 per month plus 2% commission on orders with a £100 cap per job.

Payment Method

Direct Debit
 WorldPay

Setup : Month :
(inc VAT) (inc VAT)

If you choose Direct Debit as payment download the form and return to Speedquote. [Continue](#)

payments powered by WorldPay

We look forward to hearing from you today!

Best regards,

SpeedQuote



Printer Pricing

Dec-12

Bundled Pricing	Normal		Offer		% Savings
	Join Fee	Monthly	Join Fee	Monthly	
SpeedQuote Lead Generator Single User Bespoke Quoting system, Subscription to PrintBuyer Sites.	299.95	49.95	25.95	25.95	62%
SpeedQuote Lead Generator Single User Instant Quoting system, Subscription to PrintBuyer Sites.	299.95	94.95	49.95	49.95	55%
SpeedQuote Ecommerce (Instant) - Single User Estimating, Branded Ecommerce Site / File Upload and Subscription to National Site. Prices returned automatically.	449.95	143.95	299.95	99.95	31%
E-commerce Special - Estimating, Branded E-commerce, File Upload and three users.	449.95	208.95	299.95	139.95	33%
SpeedQuote MIS Package, Job Ticket, Invoicing, Delivery Notes, Branded E-commerce, File Upload, Online Payment, Subscription to National Site	449.95	238.95	299.95	159.99	33%
			Join fee	Monthly	
Lead Generator - includes 1 user and a subscription to The PrintBuyer Network. This lead generating site helps you quote on jobs from The PrintBuyer Network Online via SpeedQuote.			299.95	49.95	
Estimating Digital / Litho / Large Format /Direct Mail - OnLine Instant and Bespoke Estimating for any Printer. You can create estimates, print or email branded PDF quotes from anywhere on the Internet. Simply update your costs / pricing for your presses (digital / litho), paper, ink, running speeds etc. to create an accurate estimate. The system works ALL combinations of running the job and presents the most economical route automatically / instantly!			299.95	75.00	
MIS - adds integrated Work Ticket, Order processing, Delivery Notes, Invoicing, Proof Approval, Order Acknowledgement, Credit Notes, Won / Loss reports by date, client and product, plus more!				30.00	
Branded E-commerce - add online instant estimating for immediate price quotes. Optionally add Bespoke Quote functionality.				49.00	
MailBig File Upload - enabling a customer to upload any file type directly to you via MailBigFile. Up to 2GB / 20 files per upload allowed. Annual cost paid to MailBig File or Monthly to SpeedQuote. Can be used outside of SpeedQuote as well.			150.00	15.00	
On Line Credit Card Payment - This option uses your PayPal Merchant account to enable your customers to pay for an order online.				15.00	
Subscription to National Site - puts you in touch with Thousands of Print Buyers! Guaranteed leads from the national site!				19.95	
Coreprint Integration - integrated Vpress Coreprint customer specific Web2Print templates complete with online ordering. No limit to number of connections.			150.00	29.95	
Integated customer facing web site				15.95	
Extra SpeedQuote users (each)				15.00	
Multi User Package of 3 users				35.00	
<p>On-line training with a skilled SpeedQuote Consultant. Two (2) 45 minute training sessions are included with your Instant Pricing purchase; a £120 value. One (1) 45 minute training session is included with your Manual/Bespoke Pricing purchase.</p> <p>On line training and support is available for £90 per hour or portion thereof. Contact support@speedquote.co.uk to arrange a time convenient to you.</p> <p>Join Fee includes development of your system, branding of your ecommerce site, online training sessions and import of your customer list. There is an intial 12 month committment required. Please see order form for details.</p>					