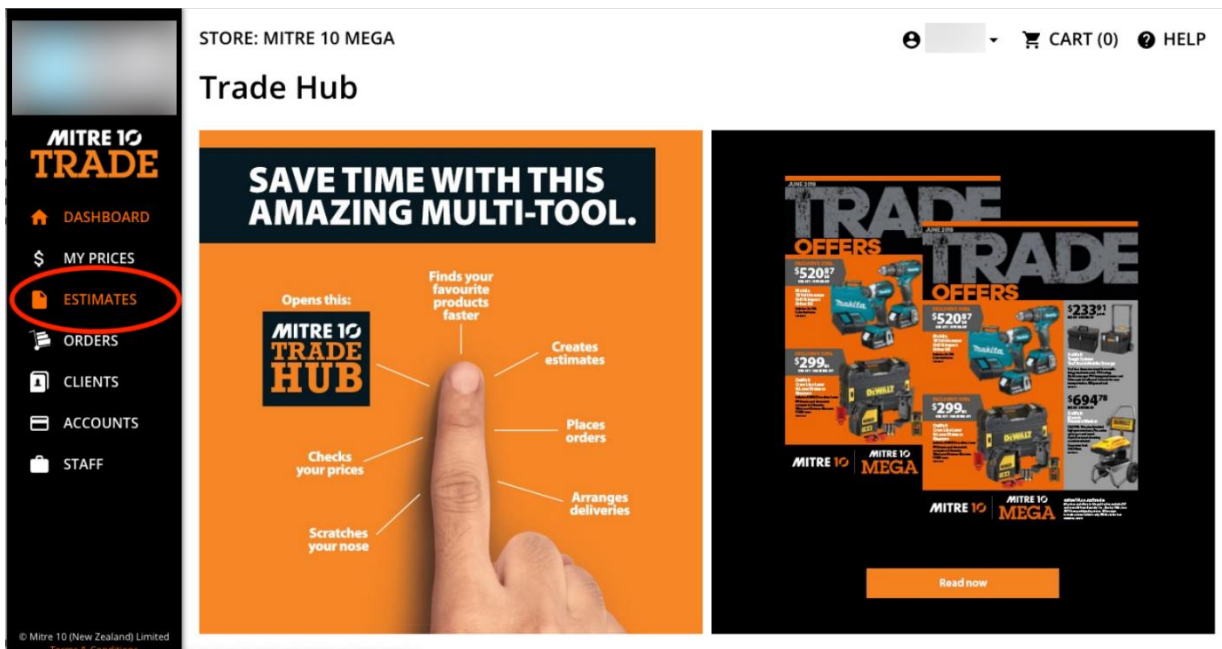


MITRE 10

Customer Exporting Estimates

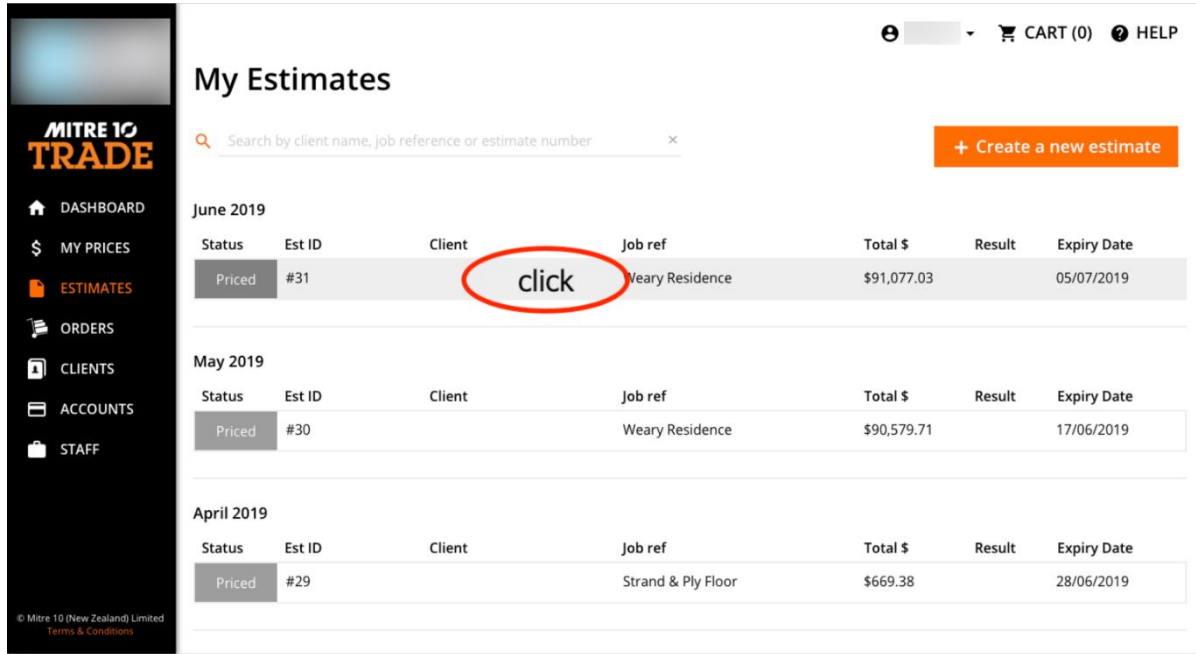
Here are the instructions on how you can download a file from your Mitre 10 Trade Hub.

1. Select **Estimates** on the left-hand side.



The screenshot displays the Mitre 10 Trade Hub interface. On the left is a navigation menu with the following items: DASHBOARD, MY PRICES, ESTIMATES (circled in red), ORDERS, CLIENTS, ACCOUNTS, and STAFF. The main content area is titled 'Trade Hub' and features a large orange banner with the text 'SAVE TIME WITH THIS AMAZING MULTI-TOOL.' A hand is shown pointing at the 'MITRE 10 TRADE HUB' logo, with lines connecting to various benefits: 'Opens this: MITRE 10 TRADE HUB', 'Finds your favourite products faster', 'Creates estimates', 'Places orders', 'Arranges deliveries', 'Checks your prices', and 'Scratches your nose'. To the right of the banner is a 'TRADE OFFERS' section with a 'Read now' button. The top right of the page shows 'STORE: MITRE 10 MEGA', a user profile icon, 'CART (0)', and a 'HELP' link.

2. Click on the appropriate job.



My Estimates

Search by client name, job reference or estimate number × [+ Create a new estimate](#)

June 2019

Status	Est ID	Client	Job ref	Total \$	Result	Expiry Date
Priced	#31	click	Weary Residence	\$91,077.03		05/07/2019

May 2019

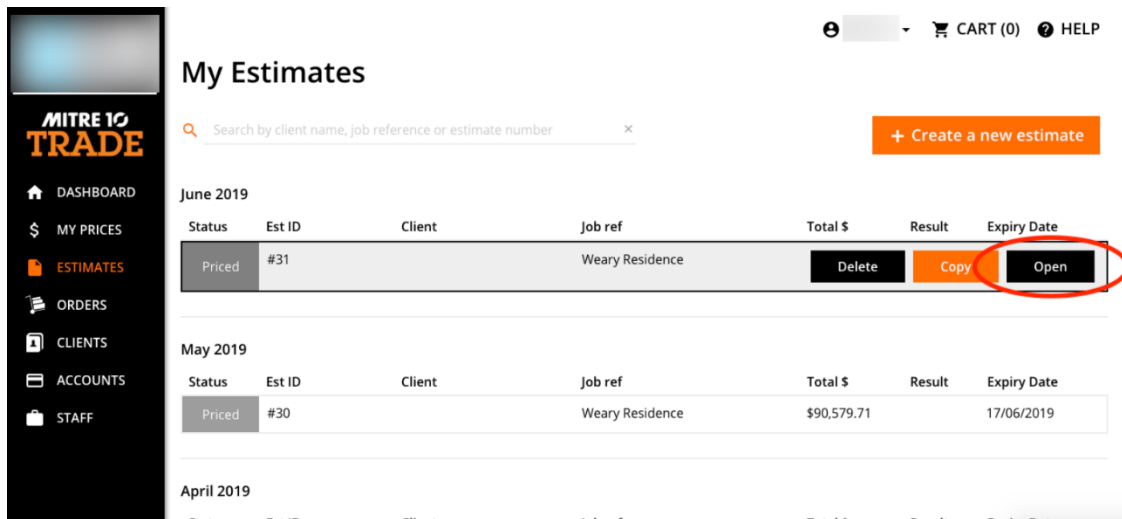
Status	Est ID	Client	Job ref	Total \$	Result	Expiry Date
Priced	#30		Weary Residence	\$90,579.71		17/06/2019

April 2019

Status	Est ID	Client	Job ref	Total \$	Result	Expiry Date
Priced	#29		Strand & Ply Floor	\$669.38		28/06/2019

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Terms & Conditions

3. Select Open



My Estimates

Search by client name, job reference or estimate number × [+ Create a new estimate](#)

June 2019

Status	Est ID	Client	Job ref	Total \$	Result	Expiry Date
Priced	#31		Weary Residence		Delete Copy Open	

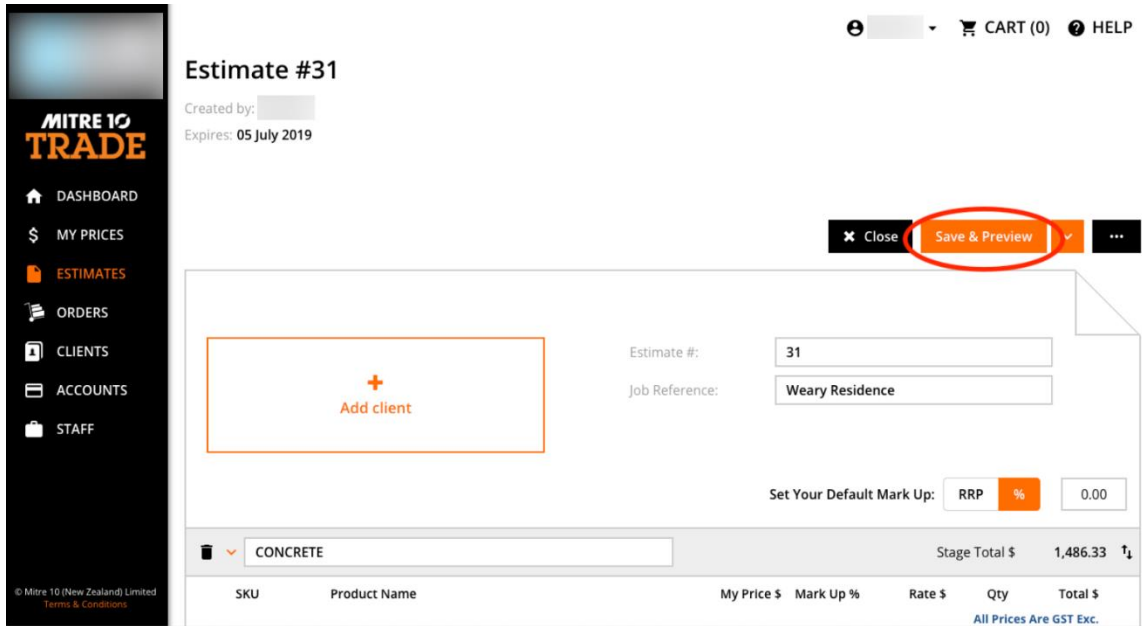
May 2019

Status	Est ID	Client	Job ref	Total \$	Result	Expiry Date
Priced	#30		Weary Residence	\$90,579.71		17/06/2019

April 2019

Status	Est ID	Client	Job ref	Total \$	Result	Expiry Date
Priced	#29		Strand & Ply Floor	\$669.38		28/06/2019

4. Select Save & Preview



Estimate #31
Created by: [redacted]
Expires: 05 July 2019

Close Save & Preview

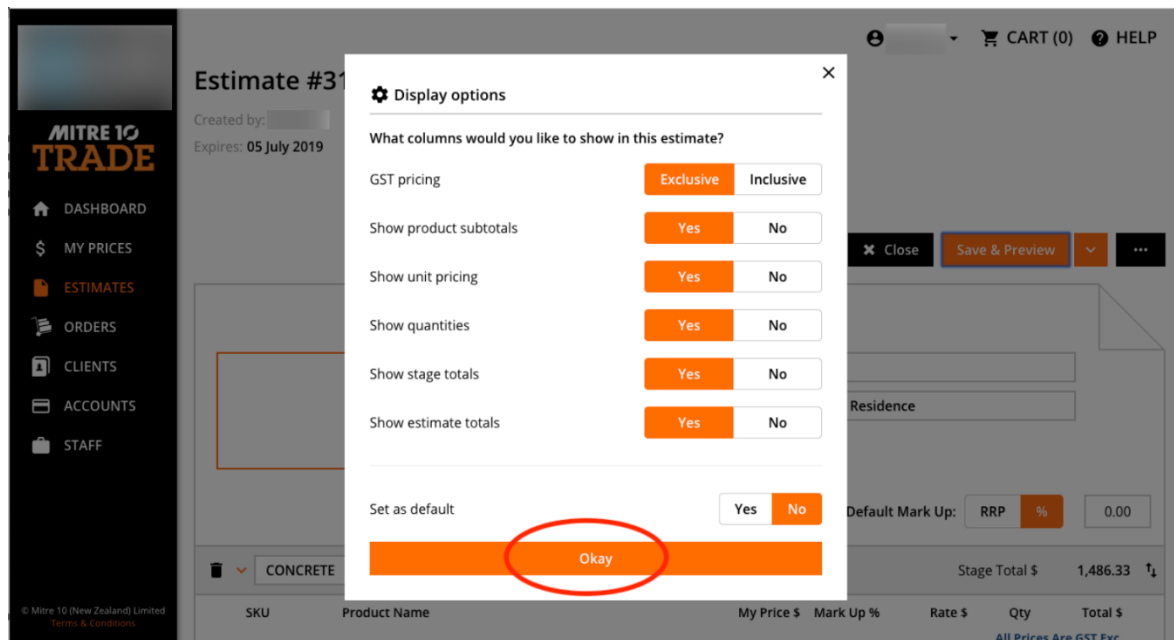
Estimate #: 31
Job Reference: Weary Residence

Set Your Default Mark Up: RRP % 0.00

CONCRETE Stage Total \$ 1,486.33

SKU	Product Name	My Price \$	Mark Up %	Rate \$	Qty	Total \$
All Prices Are GST Exc.						

5. Be sure that GST pricing is **Exclusive** and all other options are set to **Yes** and then click **Okay**.



Estimate #31
Created by: [redacted]
Expires: 05 July 2019

Display options

What columns would you like to show in this estimate?

GST pricing **Exclusive** Inclusive

Show product subtotals **Yes** No

Show unit pricing **Yes** No

Show quantities **Yes** No

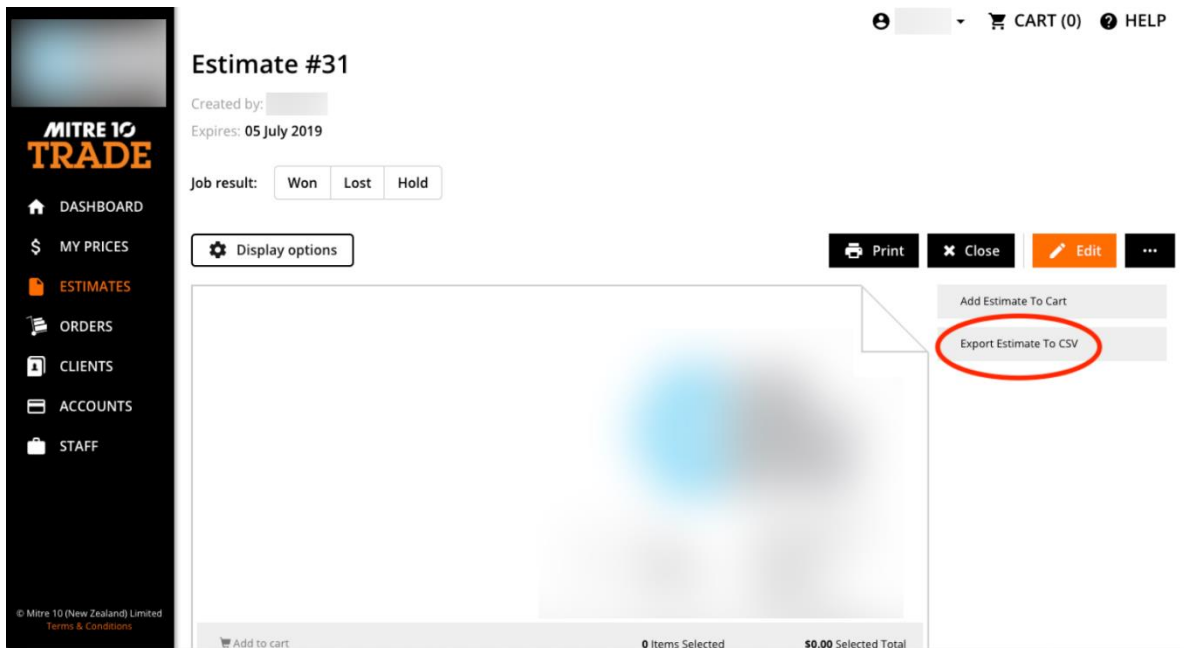
Show stage totals **Yes** No

Show estimate totals **Yes** No

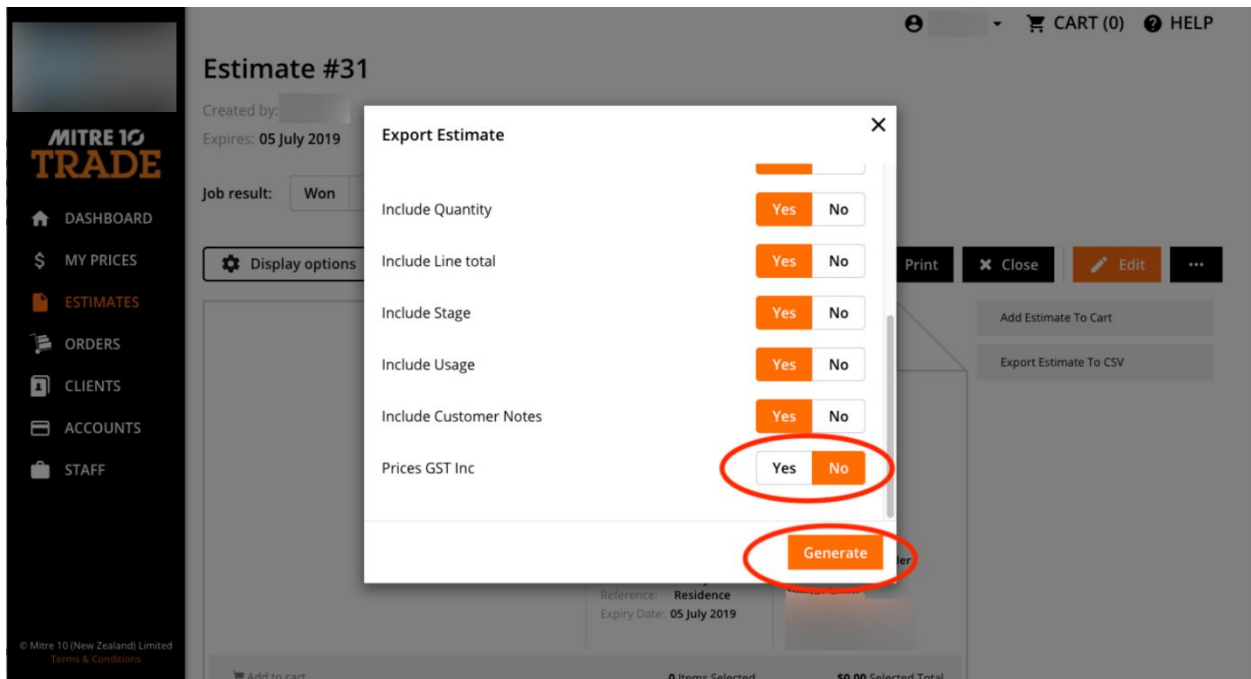
Set as default **Yes** No

Okay

6. Select Export Estimate To CSV on the right.



7. Make sure that Prices GST Inc is selected No (everything else is set to YES) and hit Generate.





If you have any issues with this process, please do not hesitate to get in touch.