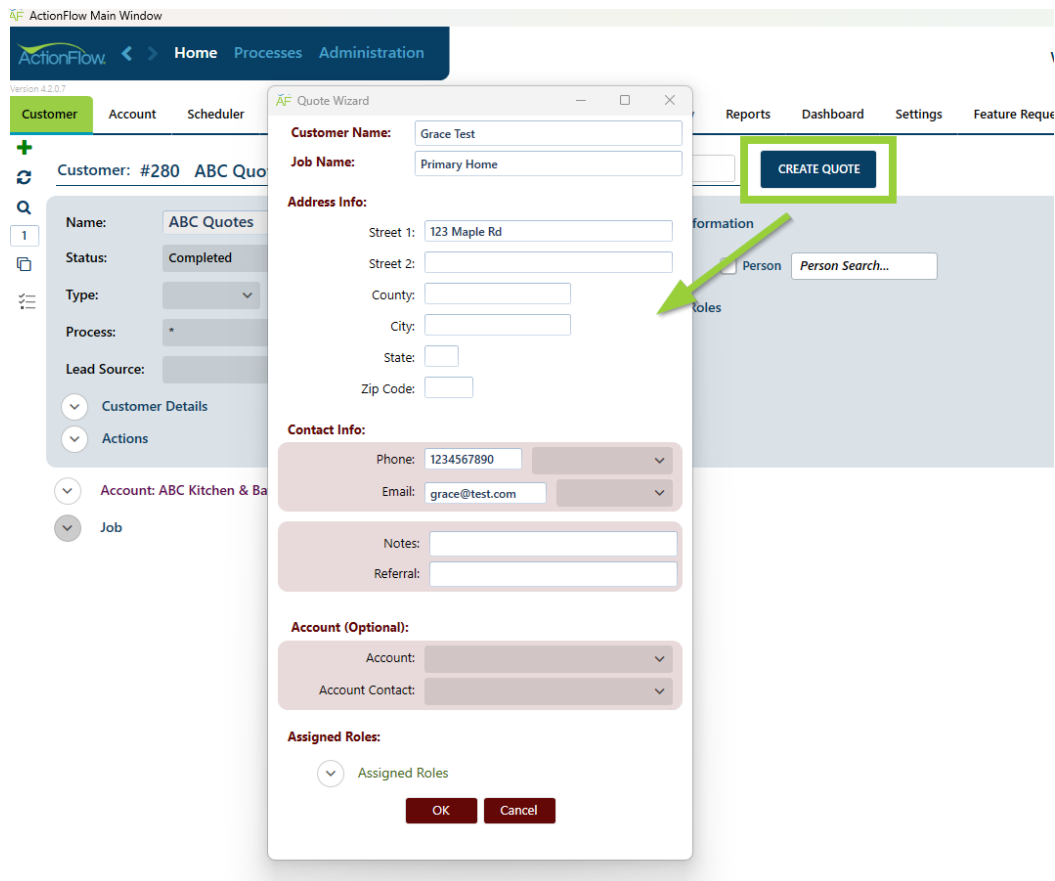


Step 1- Create a Customer

Create a customer using the quote Wizard or by manually entering a customer

Option 1: Quote Wizard-

1. Click on the Quote Wizard icon to the left side of the Home Tab Screen. You can enter in the client information here and click okay. This will create a new quote and open the Area Module, where you can enter your quote.



The screenshot shows the ActionFlow main window with a 'Quote Wizard' modal form open. The form is titled 'Quote Wizard' and contains the following sections:

- Customer Name:** Grace Test
- Job Name:** Primary Home
- Address Info:**
 - Street 1: 123 Maple Rd
 - Street 2: (empty)
 - County: (empty)
 - City: (empty)
 - State: (empty)
 - Zip Code: (empty)
- Contact Info:**
 - Phone: 1234567890
 - Email: grace@test.com
 - Notes: (empty)
 - Referral: (empty)
- Account (Optional):**
 - Account: (empty)
 - Account Contact: (empty)
- Assigned Roles:** Assigned Roles

At the bottom of the form are 'OK' and 'Cancel' buttons. A green box highlights the 'CREATE QUOTE' button in the background, with a green arrow pointing to it from the left.

Option 2- Manually enter a new customer

1. Click on the green plus sign on the left side of the Home Tab Screen.

Version 4.2.0.7

Customer Account Scheduler Inventory Vendor Fabrication Fab Scheduler GridView Reports Dashboard Settings

+ Select Customer → Search... CREATE QUOTE

Name: Measure Square

Status:

Type:

Process:

Lead Source:

Contact Information

Persons Person Person Search...

Assigned Roles

Customer Details

Actions

Account

Job

Enter the Customer Name and update the customer information. Click Save. (If it is greyed out, ActionFlow autosaved your data.)

AF ActionFlow Main Window

Home Processes Administration

Welcome, Grace - ABC Countertops LOG OUT

User: Grace Action: Future Days: 0 ToDos: Do Now 68

Customer: #169275 Abigail Smith Search... CREATE QUOTE CUSTOMER VIEW JOB VIEW

Name: Abigail Smith Measure Square

Status: Created

Type:

Process:

Lead Source:

Address

Test Address 123 Test St. Louis MO 123456

Phone

123-456-7890

Email

grace@actionflow.net

Persons Person Person Search...

Person

First Name: Joe Last Name: Adam

Person Contact Information

Assigned Roles

Customer Details

Actions

Account

Job

2. Create a Job by clicking the green plus sign on the left side of the Home Tab.

Customer View

The screenshot shows the 'Customer View' for customer #169275, Abigail Smith. The interface includes a top navigation bar with 'Home', 'Processes', and 'Administration'. Below this is a sub-navigation bar with 'Customer', 'Account', 'Scheduler', 'Inventory', 'Vendor', 'Fabrication', 'Fab Scheduler', 'GridView', 'Reports', 'Dashboard', 'Settings', and 'Feature Requests'. The main content area displays customer details such as Name, Status, Type, Process, and Lead Source. A 'Job List' table is visible below the details, with a red arrow pointing to a green plus sign in the left sidebar next to the 'Job' section header.

#	Status	Name	Accepted Date	Fabricated Date	Installed Date	Floor	Cabinets	Trip Charge	Status Date	QuickBooksID	Notes	SqFt	LinearFeet	Revenue	Payments	Amount Due	CC Fee	Material
2988	Created	Primary Home							1/23/2023			25.00	0.0000	\$2,510.00	\$0.00	\$2,510.00	\$0.00	0.0000
3065	Created	Vacation Home							2/27/2023			34.62	0.0000	\$2,519.75	NotLoaded	NotLoaded	NotLoaded	0.0000
3066	Created	Primary Home							2/27/2023			25.58	0.0000	\$1,861.79	NotLoaded	NotLoaded	NotLoaded	0.0000
3067	Created	Primary Home							2/27/2023			34.62	0.0000	\$2,404.01	NotLoaded	NotLoaded	NotLoaded	0.0000
3068	Created	Primary Home							2/27/2023			34.62	0.0000	\$2,215.68	NotLoaded	NotLoaded	NotLoaded	0.0000
Count: 5												154.44	\$11,511.23	\$0.00	\$2,510.00			

Job View

The screenshot shows the 'Job View' for job #2988, Primary Home. The interface is similar to the Customer View but displays detailed information for a specific job. A red arrow points to a green plus sign in the left sidebar next to the 'Job' section header. Below the job list, an 'Area List' table is visible, showing details for the job's areas.

#	Status	Name	Accepted Date	Fabricated Date	Installed Date	Floor	Cabinets	Trip Charge	Status Date	QuickBooksID	Notes	SqFt	LinearFeet	Revenue	Payments	Amount Due	CC Fee	Material Cost
2988	Created	Primary Home							1/23/2023			25.00	0.0000	\$2,510.00	\$0.00	\$2,510.00	\$0.00	0.0000
3065	Created	Vacation Home							2/27/2023			34.62	0.0000	\$2,519.75	NotLoaded	NotLoaded	NotLoaded	0.0000
3066	Created	Primary Home							2/27/2023			25.58	0.0000	\$1,861.79	NotLoaded	NotLoaded	NotLoaded	0.0000
3067	Created	Primary Home							2/27/2023			34.62	0.0000	\$2,404.01	NotLoaded	NotLoaded	NotLoaded	0.0000
3068	Created	Primary Home							2/27/2023			34.62	0.0000	\$2,215.68	NotLoaded	NotLoaded	NotLoaded	0.0000
Count: 5												154.44	\$11,511.23	\$0.00	\$2,510.00			

Area#	Area Name	Material	Color	Revenue	SqFt	TS	RmkSqFt	Edg
0	4960 0 Kitchen	Granite 3cm	Absolute Black 3CM	\$2,510	25	\$2,175	0	Eas

3. Create an Area in that job by clicking on the green plus sign in the area section.

Job

Job List:

#	Status	Name	Accepted Date	Fabricated Date	Installed Date	Floor	Cabinets	Trip Charge	Status Date	QuickBooksID	Notes	SqFt
> 1514	Accepted	Primary Home	12/9/2020						12/9/2020	80000373-1607568405		39.07
Count: 1												
39.07												

Job: #1514 Primary Home Job Search...

Name: Primary Home Measure Square

Status: Accepted

Type:

Process: Standard

Contact:

Contact Information

Persons

Assigned Roles

CC Payment

ACH Payment

Area List:

Area# Search: Go to Record

	Sort	#	Rv	Name	Qnt	Status	
1		0	2169	0	Kitchen	1	Accepted

Job Details

Actions

Step 2- Create a Quote

The process for creating a quote can be described in these steps:

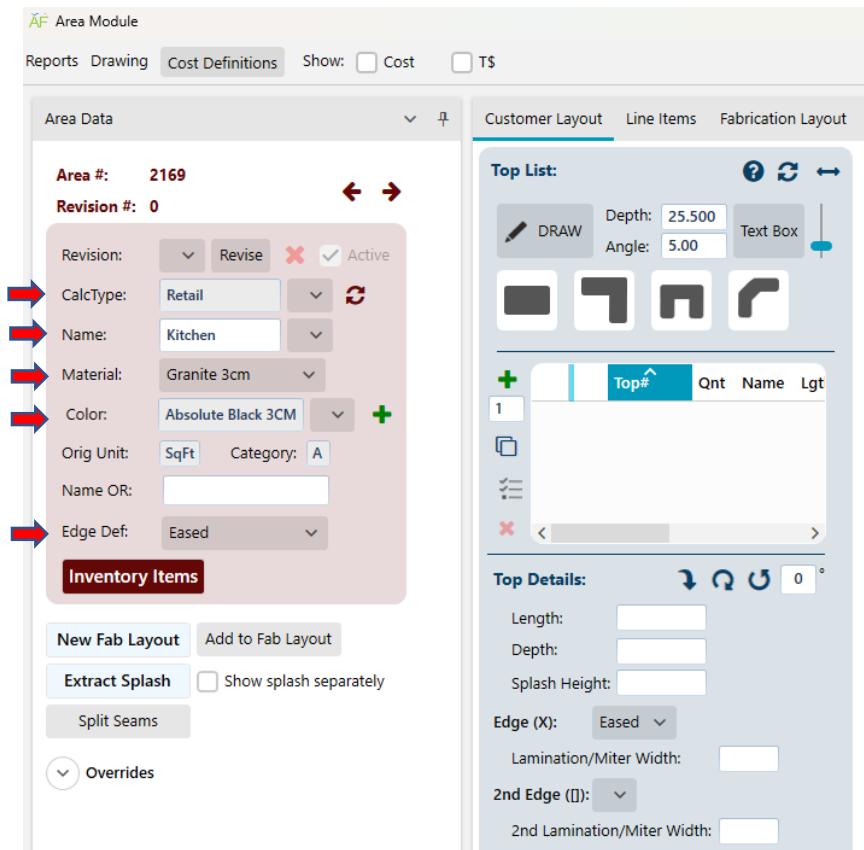
- 1) Add Required Area Data
- 2) Enter data for calculating square footage
- 3) Enter data for edges
- 4) Add additional options to the top
- 5) Add additional line items for quote
- 6) (If applicable) Enter data for calculating slab prices

The steps above are described in more detail below:

- 1) **Add Required Area Data** (You can select a name for this Area in the drop down or you can highlight the field and type in your own custom name)

The items below are required for all quotes:

- Select a CalcType, which sets the prices that will apply for this quote.
- Select the Material
- Select the Color
- Select the Edge Default



Area Module

Reports Drawing Cost Definitions Show: Cost TS

Area Data

Area #: 2169
Revision #: 0

Revision: Active

CalcType: Retail

Name: Kitchen

Material: Granite 3cm

Color: Absolute Black 3CM

Orig Unit: SqFt Category: A

Name OR:

Edge Def: Eased

Inventory Items

New Fab Layout Add to Fab Layout

Extract Splash Show splash separately

Split Seams

Overrides

Customer Layout Line Items Fabrication Layout

Top List:

DRAW Depth: 25.500 Text Box
Angle: 5.00

Top#	Qnt	Name	Lgt
1			

Top Details:

Length:
Depth:
Splash Height:
Edge (X): Eased
Lamination/Miter Width:
2nd Edge (I):
2nd Lamination/Miter Width:

2) Enter data for calculating square footage

You have three options for entering the information that is used for calculating square footage:

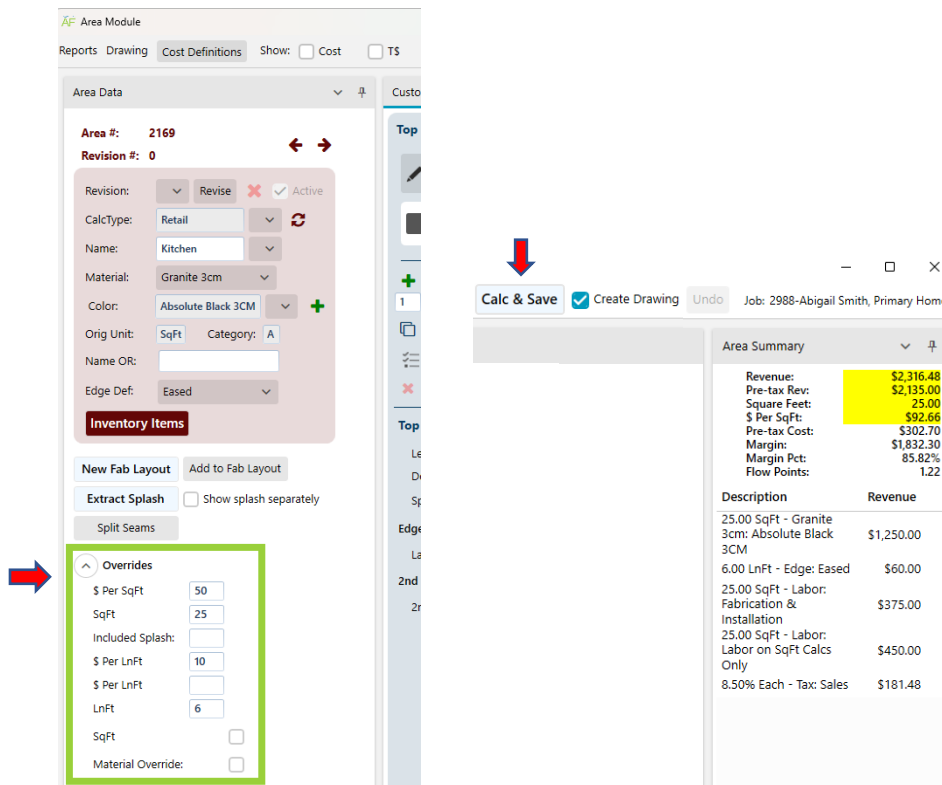
- Option 1: Override Section
- Option 2: Create rectangular tops
- Option 3: Create tops using the Drawing feature

The three options are described in detail below:

Option 1: Override Section

(The drawing is not required)

1. Expand the Override Section in the area data
2. Enter applicable values in the section and click the Calc and Save button on the right side of the screen to calculate override data that was entered.



The screenshot shows the 'Area Module' interface. The 'Area Data' form is on the left, and the 'Area Summary' table is on the right. A red arrow points to the 'Overrides' section in the 'Area Data' form, which is highlighted with a green box. The 'Area Summary' table shows the calculated values for the area.

Area Data Form:

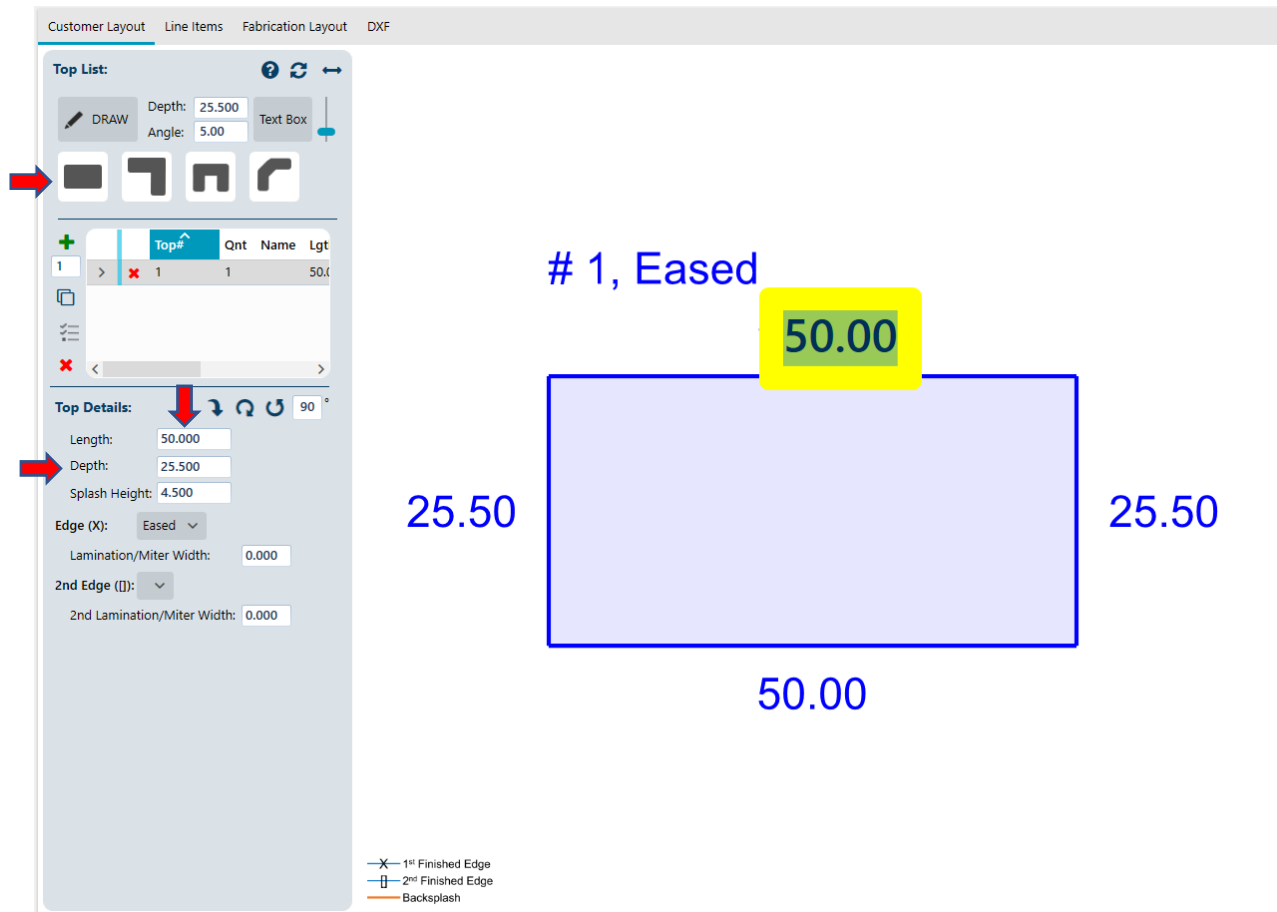
- Area #: 2169
- Revision #: 0
- Revision: [v] Revise [x] Active [v]
- CalcType: Retail [v]
- Name: Kitchen [v]
- Material: Granite 3cm [v]
- Color: Absolute Black 3CM [v]
- Orig Unit: SqFt Category: A
- Name OR: []
- Edge Def: Eased [v]
- Inventory Items []
- New Fab Layout [] Add to Fab Layout []
- Extract Splash [] Show splash separately []
- Split Seams []
- Overrides (highlighted):
 - \$ Per SqFt: 50
 - SqFt: 25
 - Included Splash: []
 - \$ Per LnFt: 10
 - \$ Per LnFt: []
 - LnFt: 6
 - SqFt: []
 - Material Override: []

Area Summary Table:

Description	Revenue
Revenue:	\$2,316.48
Pre-tax Rev:	\$2,135.00
Square Feet:	25.00
\$ Per SqFt:	\$92.66
Pre-tax Cost:	\$302.70
Margin:	\$1,832.30
Margin Pct:	85.82%
Flow Points:	1.22
Description	
25.00 SqFt - Granite 3cm: Absolute Black 3CM	\$1,250.00
6.00 LnFt - Edge: Eased	\$60.00
25.00 SqFt - Labor: Fabrication & Installation	\$375.00
25.00 SqFt - Labor: Labor on SqFt Calcs Only	\$450.00
8.50% Each - Tax: Sales	\$181.48

Option 2: Create tops with predefined shapes.

1. On the Customer Layout Section of the quote, use the predefined shapes button to create the top. Change the dimensions of the top by clicking the numbers. The top length and depth will also be displayed in Top Details.
2. Once a top is created, you can hover over the dimension to click and highlight the field. Once the box is selected, you can update/change the measurement. You can also hit the tab key to tab over to the other dimensions, so that you can modify them as well.



Customer Layout Line Items Fabrication Layout DXF

Top List:

DRAW Depth: 25.500 Angle: 5.00 Text Box

Top#	Qty	Name	Lgt
1	1		50.0

Top Details:

Length: 50.000
 Depth: 25.500
 Splash Height: 4.500
 Edge (X): Eased
 Lamination/Miter Width: 0.000
 2nd Edge (I):
 2nd Lamination/Miter Width: 0.000

1, Eased

50.00

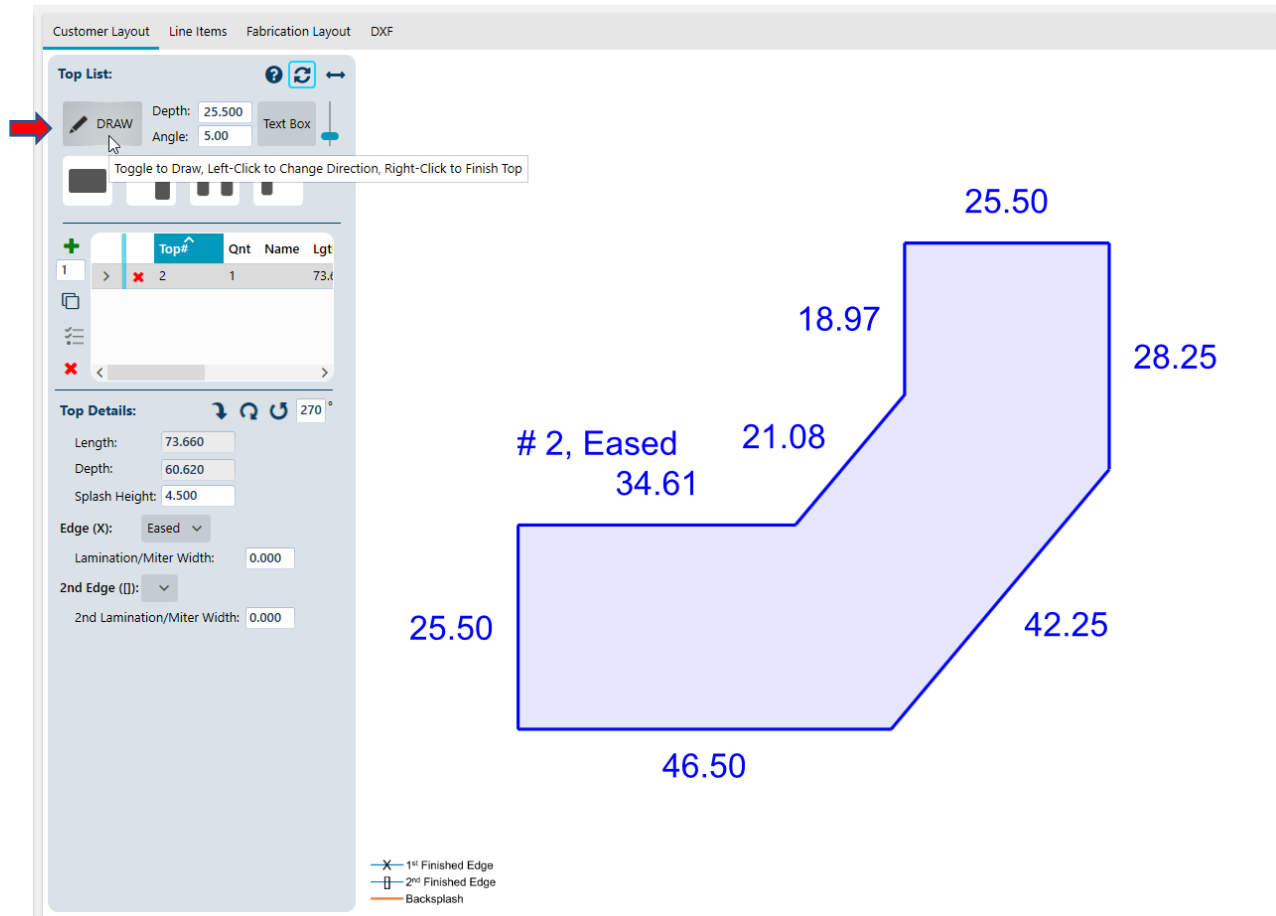
25.50 25.50

50.00

—X— 1st Finished Edge
 —□— 2nd Finished Edge
 — Backsplash

Option 3: Create tops using the Drawing feature

1. If you have a shape that is not predefined (a batwing with non-45° angles), use the “Draw” button.



The screenshot shows the software interface for creating a top. On the left, the 'Top List' panel has a 'DRAW' button highlighted with a red arrow. Below it, the 'Top Details' panel shows the following settings:

- Length: 73.660
- Depth: 60.620
- Splash Height: 4.500
- Edge (X): Eased
- Lamination/Miter Width: 0.000
- 2nd Edge (Y):
- 2nd Lamination/Miter Width: 0.000

The main workspace displays a blue batwing-shaped top with the following dimensions:

- Top horizontal edge: 25.50
- Right vertical edge: 28.25
- Right slanted edge: 42.25
- Bottom horizontal edge: 46.50
- Left vertical edge: 25.50
- Inner horizontal edge: 34.61
- Inner slanted edge: 21.08
- Inner vertical edge: 18.97

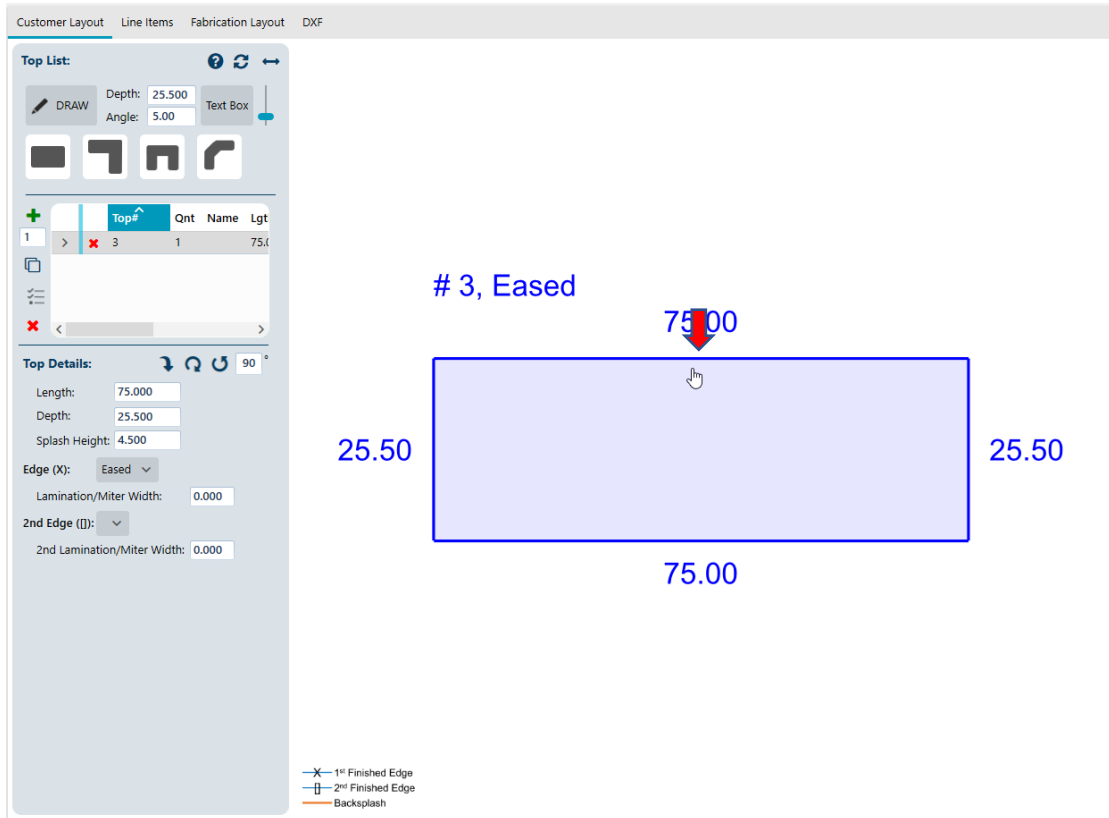
A legend at the bottom right indicates:

- X— 1st Finished Edge
- 2nd Finished Edge
- Backsplash

2. Click on the open drawing area to begin drawing a top. One thing to emphasize is that you should release the mouse after your initial click. This is not a dragging action, but a click and release action. This is important, because if you want to change direction, you will click again.
 - Click the round Draw button
 - Click on the drawing page to get a starting point, release click, do not hold down mouse button
 - Move your mouse to start drawing your tops
 - When you are ready to make a turn/angle/Etc. Click your mouse to mark a stopping point and release. Make your turn/angle as you start to draw again. When you are ready to make a turn/angle/Etc. Click your mouse to mark a stopping point and release. Make your turn/angle as you start to draw again. Continue until tops are drawn.
 - Right click on your mouse to save the top and complete.

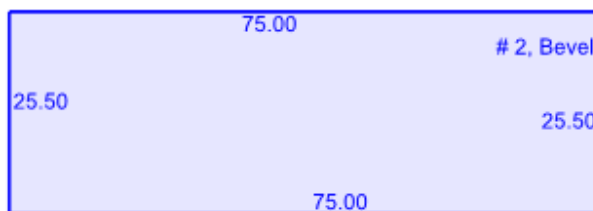
3) Enter data for edges

There are three options for each edge on a top: Unfinished, Finished and Backsplash. To change the edge on a top, you must first select the top by clicking on it (it will be highlighted in blue to indicate it is selected). Hover over the top and move your mouse close to the edge of the top and notice the mouse turns to a hand.

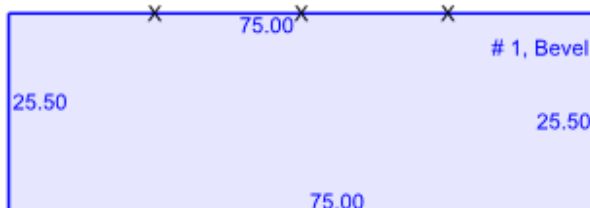


As you continue to click on the top, it will cycle through the Unfinished, Finished and Backsplash options:

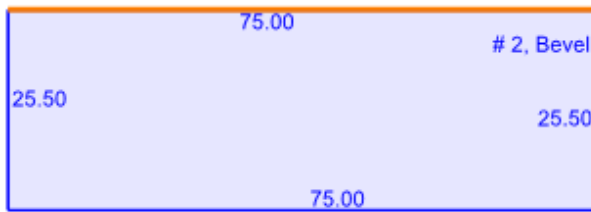
Option One- Unfinished Edge



Option Two- Finished Edge

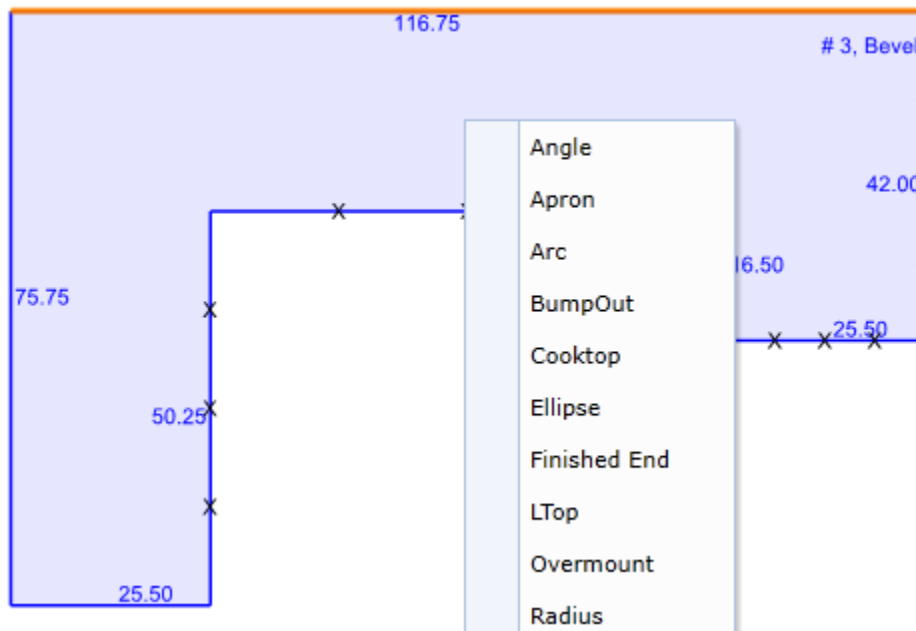


Option Three- Backsplash



4) Add additional options to the top

You can right click on a top to add multiple options to that specific top.



5) Add additional line items for quote

There are some line items that can't go on the drawing, for example a tearout. Those items are adding on the Line Items tab in the Area Module. To add one of those line items, follow these steps:

- Go to the Line Items tab on the Area Module

The screenshot shows the 'Line Items' tab in the Area Module. A red arrow points to the 'Line Items' tab. The interface displays a table of line items and an area summary.

Opt?	Excl?	Top#	Class	SKU Name	Qty	Inv?	Override SKU Name	Append to SKU Name	Spl?	Top Qty	Top	U	Re
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Misc	Minimum SqFt Charge for Natural Stone (<20sqft)	1.000				<input type="checkbox"/>	n/a			
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Granite 3cm	Absolute Black 3CM	25.000		<input checked="" type="checkbox"/>		<input type="checkbox"/>	n/a	SqFt		
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Edge	Eased	6.000				<input type="checkbox"/>	n/a	FLnFt		
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Labor	Fabrication & Installation	25.000				<input type="checkbox"/>	n/a	SqFt		
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Labor	Labor on SqFt Calcs Only	25.000				<input type="checkbox"/>	n/a	SqFt		
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Tearout	Laminate	25.000				<input type="checkbox"/>	n/a	SqFt		

Description	Revenue
Revenue:	\$2,385.00
Pre-tax Rev:	\$2,385.00
Square Feet:	25.00
\$ Per SqFt:	\$95.40
Pre-tax Cost:	\$93.40
Margin:	\$2,291.60
Margin Pct:	96.08%
Flow Points:	1.53
25.00 SqFt - Granite 3cm: Absolute Black 3CM	\$1,250.00
6.00 LnFt - Edge: Eased	\$60.00
25.00 SqFt - Labor: Fabrication & Installation	\$375.00
25.00 SqFt - Labor: Labor on SqFt Calcs Only	\$450.00
25.00 SqFt - Tearout: Laminate	\$250.00

- Each Line Item has a Class and a SKU. First, select the Class in the drop down, which will add the Line Item to the list.

The screenshot shows the 'Lineal Material' dropdown menu open over a table of line items. A red arrow points to the dropdown arrow. The table has columns: Opt?, Excl?, To Columns, SKU Name, Inv?, Override SKU Name, Append to SKU Name, Spl?, Qty, Top Qty, and Unit. The 'Lineal Material' dropdown menu lists: Brackets, Commission, Credit Card, Cutout, Discount, Drawing Items, and Tearout.

Opt?	Excl?	To Columns	SKU Name	Inv?	Override SKU Name	Append to SKU Name	Spl?	Qty	Top Qty	Unit
<input checked="" type="checkbox"/>			Minimum SqFt Charge for Natural Stone (<20sqft)				<input type="checkbox"/>	1.000	n/a	
<input checked="" type="checkbox"/>			Absolute Black 3CM	<input checked="" type="checkbox"/>			<input type="checkbox"/>	25.000	n/a	SqFt
<input checked="" type="checkbox"/>			Eased				<input type="checkbox"/>	6.000	n/a	FLnFt
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Fabrication & Installation				<input type="checkbox"/>	25.000	n/a	SqFt
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Labor on SqFt Calcs Only				<input type="checkbox"/>	25.000	n/a	SqFt
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Laminate				<input type="checkbox"/>	25.000	n/a	SqFt

- From the drop down, select the specific SKU within the class. Click Calc + Save to calculate the cost for the top.

The screenshot shows the 'Lineal Material' dropdown menu open over a table of line items. A red arrow points to the 'Granite' option in the dropdown menu. The table has columns: Opt?, Excl?, Top#, Class, SKU Name, Inv?, Override SKU Name, Append to SKU Name, Spl?, Qty, Top Qty, and Unit. The 'Lineal Material' dropdown menu lists: Granite, Laminate, and Tile.

Opt?	Excl?	Top#	Class	SKU Name	Inv?	Override SKU Name	Append to SKU Name	Spl?	Qty	Top Qty	Unit
<input checked="" type="checkbox"/>			Misc	Minimum SqFt Charge for Natural Stone (<20sqft)				<input type="checkbox"/>	1.000	n/a	
<input checked="" type="checkbox"/>			Tearout					<input type="checkbox"/>	1.000	n/a	
<input checked="" type="checkbox"/>			Granite 3cm	Absolute Black 3CM	<input checked="" type="checkbox"/>			<input type="checkbox"/>	25.000	n/a	SqFt
<input checked="" type="checkbox"/>			Edge	Eased				<input type="checkbox"/>	6.000	n/a	FLnFt
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Labor	Fabrication & Installation				<input type="checkbox"/>	25.000	n/a	SqFt
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Labor	Labor on SqFt Calcs Only				<input type="checkbox"/>	25.000	n/a	SqFt

6) (If applicable) Enter data for calculating slab prices

1. You can do a calculation by slab. This can be done by selecting a color that is defined (in the Administration settings) to be priced per slab or by overriding the unit if you have permission. The slab revenue value can be pre-entered, but you can also change them at the time you do the calculation.
2. Click on the Open Inventory Items button under the Area Data field to open the Slab Details Grid.

The screenshot displays the 'Area Module' interface. On the left, the 'Area Data' panel shows details for Area # 2169, Revision # 0. The 'Edge Def' is set to 'Eased'. A red arrow points to the 'Inventory Items' button. Below this are buttons for 'New Fab Layout', 'Extract Splash', and 'Split Seams'. The 'Top List' grid shows one item with Top# 3, Qnt 3, Name 1, and Lgt 75.0. The 'Top Details' panel shows Length: 75.000, Depth: 25.500, and Edge (X): Eased. A blue box highlights the 'Eased' edge definition, and a blue rectangle with the number '25.50' is shown next to it. A legend at the bottom right indicates symbols for '1st Finished Edge', '2nd Finished Edge', and 'Backsplash'.

- Click on the Green Plus sign under the Slab Details area to add slab information. You can click on the plus sign multiple times to add multiple slabs.

The screenshot shows the software interface with the following details:

- Area Data:** Area #: 2169, Revision #: 0, Name: Kitchen, Material: Granite 3cm, Color: Absolute Black 3CM, Edge Def: Eased.
- Top List:** A table with columns: Top#, Qnt, Name, Lgt. Row 1: 1, 3, 1, 75.4.
- Top Details:** Length: 75.000, Depth: 25.500, Splash Height: 4.500, Edge (X): Eased, Lamination/Miter Width: 0.000.
- Inventory Items:** A table with columns: Item#, Custom Desc., NSQnt, Vendor, Length, Depth, SqFt, Slab\$ Per SqFt, Cost, Revenue, Multitem#, UsedLength, UsedDepth, Us. A red arrow points to the green plus sign in the first row.

- If the slab information is pre-entered in, you can change the information by clicking on the fields. Enter in your Length, Depth and SqFt Price. Click Calc and Save to create quote.

The close-up screenshot shows the 'Inventory Items' table with the following data:

Item#	Custom Desc.	NSQnt	Vendor	Length	Depth	SqFt	Slab\$ Per SqFt	Cost	Revenue	Multitem#	UsedLength	UsedDepth	Us
1			Granite 4 U	120.00	55.00	45.83	\$7.55	\$346.02	\$432.52				

A red arrow points to the 'Slab\$ Per SqFt' field in the first row.

Step 3 - Print Out or Email Quote

Once the quote has been calculated, you will probably want to print out or email a copy of the quote. To do so, click on the Customer Layout tab and then go to the left side of the Area Module to locate the Reports. This is where you can locate your Estimate to print, save or email to the client directly.

The screenshot shows the ActionFlow software interface. A red arrow points to the 'Reports' tab in the top-left corner. The main window displays a 'Customer Layout' of a rectangular slab with dimensions 75.00 by 25.50. The 'Top List' table shows 3 items. The 'Top Details' section shows Length: 75.000, Depth: 25.500, and Edge (X): Eased. The 'Inventory Items' table shows 1 item: Granite 4 U. The 'Area Summary' table on the right shows Revenue: \$2,385.00, Pre-tax Rev: \$2,385.00, Square Feet: 25.00, \$ Per SqFt: \$95.40, Pre-tax Cost: \$93.40, Margin: \$2,291.60, Margin Pct: 96.08%, and Flow Points: 1.53.

Top List	Qnt	Name	Lgt
1	3		75.0

Top Details	Value
Length:	75.000
Depth:	25.500
Splash Height:	4.500
Edge (X):	Eased
Lamination/Miter Width:	0.000

Inventory Items	Item#	Custom Desc.	NSQNT	Vendor	Length	Depth	SqFt	Slab\$ Per SqFt	Cost	Revenue	Multitem#	UsedLength	U
<input checked="" type="checkbox"/>				Granite 4 U	120.00	55.00	45.83	\$7.55	\$346.02	\$432.52			

Area Summary	Revenue
Revenue:	\$2,385.00
Pre-tax Rev:	\$2,385.00
Square Feet:	25.00
\$ Per SqFt:	\$95.40
Pre-tax Cost:	\$93.40
Margin:	\$2,291.60
Margin Pct:	96.08%
Flow Points:	1.53

You can email, print, export or save your quote to the job files by clicking on the icons below:

- Print Icon- Print a hard copy of the Estimate
- Email Text- Email quote from within ActionFlow to your client
- Document Icon- Save Estimate to the job files
- Adobe – Open quote in Adobe Reader
- Save Icon- Export Estimate as a PDF, CSV File, EMF Description, Excel, Rich Text Format, TIFF file, Web Archive

AF Area Reports

↓ ↓ ↓ ↓ ↓

ABC

COUNTERTOPS

Estimate

123 Maple Street
St. Louis, MO
sales@abccounters.com
111-111-1111

Date: 1/23/2023

Customer: Abigail Smith

Job: #2988-Primary Home

Job Site: Test Address
123 Test
St. Louis, MO 123456
123-456-7890
grace@actionflow.net

Kitchen (#4960,0)	25.00 SqFt	\$2,316.48		
<p><i>Includes template and installation of countertops</i> <i>Granite 3cm Raja Pink 3cm</i> 25.00 SqFt - Granite 3cm: Absolute Black 3CM (Cat. A) 6.00 LnFt - Edge: Eased (Cat. I) 25.00 SqFt - Labor: Fabrication & Installation 25.00 SqFt - Labor: Labor on SqFt Calcs Only 8.50% Each - Tax: Sales</p>				
Without Backsplash:		\$2,316.48		
Alternative Materials:				
	A	B	C	D
Cambria 3CM	\$2,641.98	\$2,479.22	\$2,587.72	\$2,723.35
Granite 3cm	\$2,207.98	\$2,316.48	\$2,587.72	\$2,858.98
Price Difference for Alternative Edges:				
I	II	IV		
(\$65.10)	\$0.00	\$325.50		

Kitchen (#4960,0)

3, Eased

1 of 1

ABC
COUNTERTOPS

Estimate

Customer: Abigail Smith Job:

Job Site: Test Address
123 Test
St. Louis, MO 123456
123-456-7890
grace@actionflow.net

23 Maple Street
St. Louis, MO
lbccounters.com
111-111-1111
1/23/2023

- Acrobat (PDF) file
- CSV (comma delimited)
- EMF Description
- Excel 97-2003
- Rich Text Format
- TIFF file
- Web Archive