

My Estimate

Using **My Estimate** you can quickly create a custom estimated price quote based on your customer account with Locke Supply. **My Estimate** requires a Customer Number (set by a Locke Supply associate) and a Home Branch. All estimates are subject to availability and pricing changes that may occur at the time of actual purchase.

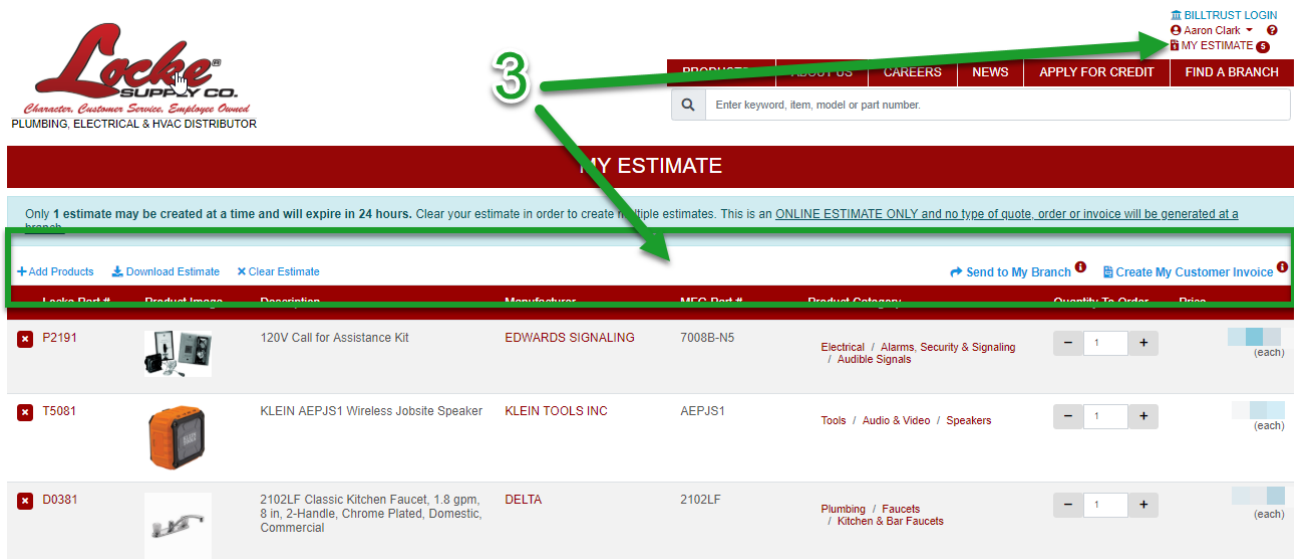
1. You can set/change your Home Branch from your **My Account** settings (click your name) or from any product page using the **FIND A BRANCH** link at the top menu.



2. Add products to **MY ESTIMATE** using the **Add to My Estimate** button on any product page.

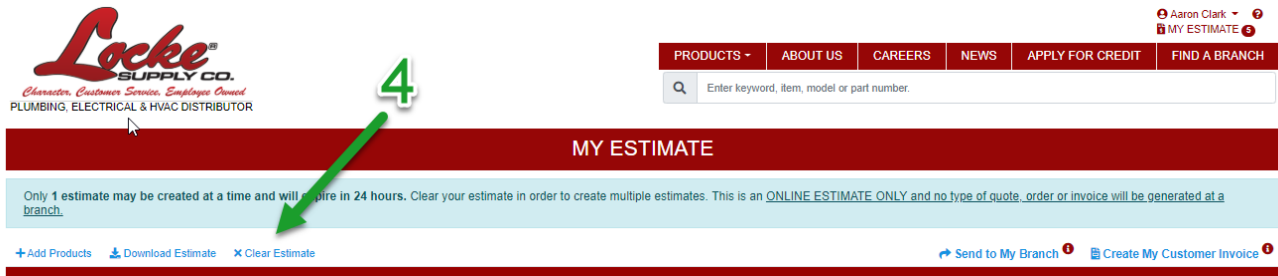


3. Click **MY ESTIMATE** at the top right of the web page to navigate to your My Estimate summary page. From there you can use the toolbar to manage and edit your estimate.

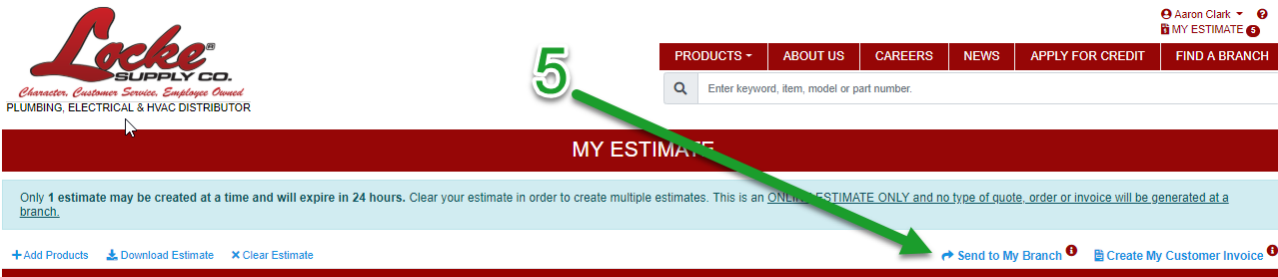


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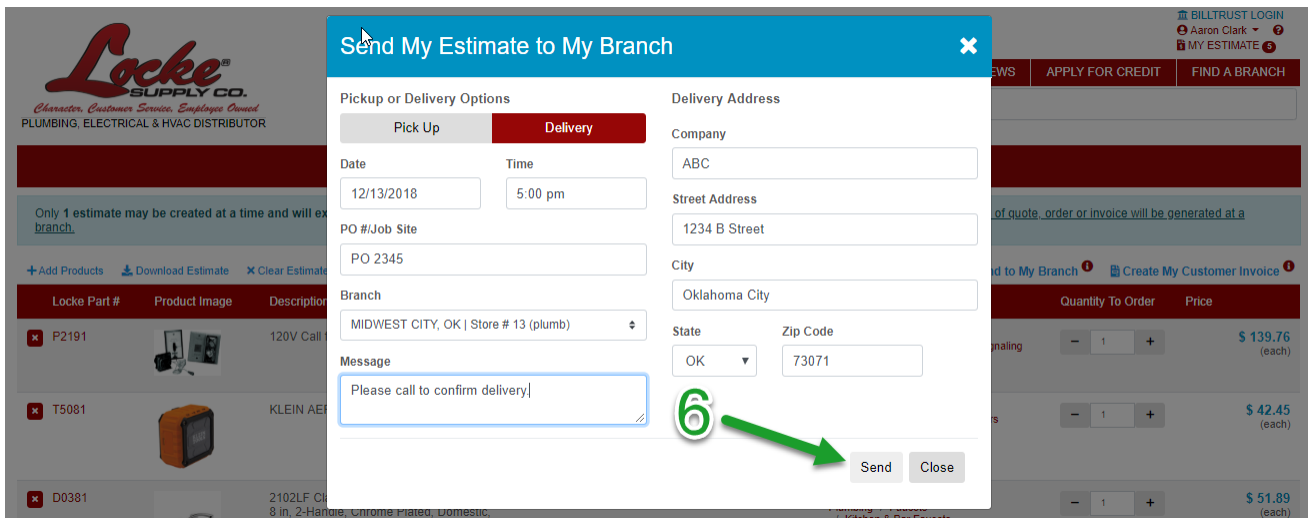
- The **My Estimate** tool allows you to setup only one estimate at a time and it will expire in 24 hours. When you're ready to create a new estimate, click the Clear Estimate button to start over.



- To turn your estimate into order, submit it by clicking **Send to My Branch** on the toolbar or the button at the bottom of the page. No order or quote will be placed with Locke Supply until you submit it.

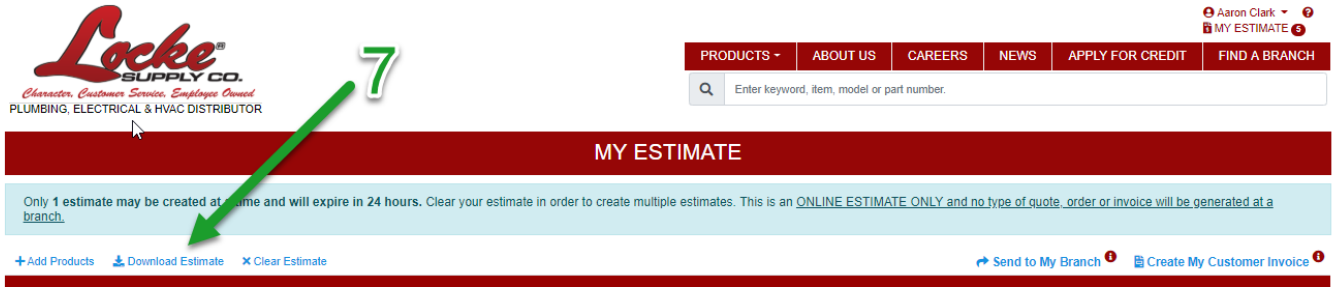


- When you click the **Send** button, your estimate will be sent to your Locke Branch and will include your customer information, email, and phone number on file. A copy of the estimate will also be emailed to you for your records.



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7. You can also **Download** a PDF copy of your My Estimate in order to keep a permanent copy. Please keep in mind that pricing and availability is always subject to change.



8. You can use **My Estimate** to create a custom invoice to send to your customer with your own logo, pricing markup, tax rate, and messages. For additional help using the **Create My Customer Invoice** tool please visit <https://www.LockeSupply.com/HowTo>.

