Design Manager offers three styles of Proposals and Invoices to send to your Clients – Residential, Commercial and Modern (Modern is for CLOUD users ONLY).

The Residential format is designed to appear more like personal correspondence in Times New Roman 10 pt font with a picture sized at approximately 2 in x 2 in; the Commercial format is fashioned in Arial 10 pt font with a traditional “industrial” layout including grids for the columns much as an Invoice from your Vendor may appear. This format also has pictures sized at approximately 2 in x 2 in; the Modern format gives a fresh/modern look and gives you the ability to center your logo on the document – it uses the Calibri font and is primarily pt 11 and has pictures sized at approximately 1.5 in x 1.5 in.

You can choose any of these formats solely, vary the format from Project to Project, or even within a single Project. You do not have to use the Commercial format for your Commercial Projects nor the Residential format for your Residential Projects. The format you select is entirely based upon which one you, and your Client, prefer!

Examples of the Residential, Commercial and Modern Proposals are shown below:
Residential Proposal:

Vita Nova Designers
22 North Cause St.
Princeton, NJ 08542
Phone: (609) 255-1600 Fax: (609) 255-1601
info@vitanovadesigns.com
www.vitanovadesigns.com

The Box & Smart Center
31 King George Road
Basking Ridge, NJ 07920

Quantity Description U.S. Price Expected Price

Master Bedroom 1 each: DOLCE VITA BED: CAL. KING

Dolce Vita Bed features a slightly curved headboard and footboard upholstered in the woods.

Ref: 0001

Item Total $5,000.00
Labor $320.00
Tax $180.00
Grand Total $5,500.00

Please sign and return the deposit. Our staff is eager to start your design project! We want to provide you with the most accurate and honest present, so please ask us if you have any questions. Project is estimated in the above charges, but actual will be billed at final invoice.

Commercial Proposal:
### Modern Proposal:

**To:**
- **John and Jane Doe
  Somewhere, NJ 08034**

**From:**
- **Vita Nova Designs
  20 North Street
  Princeton, NJ 08542**
  Phone: (609) 286-5000  Fax: (609) 286-5001
  info@vitanova.com
  www.vitanova.com

**Proposal**
- Dutch Corner Kensington House
  Proposal No. 2020
  V5620
  Page 1 of 4

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<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
</table>
| 1 queen | **EXOLICE VITA BED - CALL FOR PRICING**
  No. 4761-07
  The Queen Platform features a single queen mattress and attachment included in the price.
  Made in Italy | $500.00 | $500.00 |

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**Total**
- **$1,000.00**

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Please sign and return with your deposit. Our staff is eager to start your design project. We need to provide you with the necessary information and ensure all items are included. If you have any questions, please feel free to contact us.

Approved ______________ Date ______________

Freight: $200.00
Sales Tax: 150.00

Grand Total: $1,000.00
Requested Deposit: $2,000.00

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Each format also has an option to include a column for the Deposit – the Requested Deposit for Proposals and Applied Deposit for Invoices. Using this format option allows you to display to the Client exactly how much Deposit is being requested or applied for each individual Item, for Proposals and Invoices, respectively. Examples of the Residential Proposal and Invoice with the Show Deposit option are shown below:

**Residential Proposal – Show Deposit:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOLCE VITA QUEEN – CAL. KING</td>
<td>1 each</td>
<td>$6,500.00</td>
<td>$6,500.00</td>
</tr>
<tr>
<td>Design Fee</td>
<td></td>
<td>$143.59</td>
<td></td>
</tr>
<tr>
<td>Sub Total</td>
<td>$6,642.59</td>
<td>$2,000.00</td>
<td>$245.22</td>
</tr>
<tr>
<td>Total</td>
<td>$7,288.82</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit Requested</td>
<td>$3,360.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please sign and send back with your deposit. Our staff is eager to start your design project! We want to provide you with the most innovative and smooth process, so please let us know if you have any questions. Freight is estimated in the above charges, but actual will be billed at final invoice.

Approved ___________________________ Date ____________

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There are, however, a few points to consider in regards to clarity of information for the Client:
**Proposals:**
With Proposals, the main issue that may arise is if you are collecting 100% Deposit on an Item that contains multiple Component Types (i.e., Merchandise and Freight, Installation, etc.) and select to have the non-Merchandise Types to either **List** or **Total** on the **Project Advanced Options Window – Proposal Tab**. What will happen is the Deposit displayed for the Item may **appear to exceed** the total amount of the Item...

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Price</th>
<th>Sales Tax</th>
<th>Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 each</td>
<td>Master Bedroom Window Treatment</td>
<td>1,275.06</td>
<td>63.60</td>
<td>1,338.66</td>
</tr>
<tr>
<td></td>
<td>Throw Insulating Design</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pronto Orange Acoustic Fabric</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Organic Linen Acoustic Fabric</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ref. # 0018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Installation &amp; Labor</td>
<td>569.40</td>
<td>28.47</td>
<td></td>
</tr>
</tbody>
</table>

**Item Total** 1,845.50  99.94  1,945.45
**Freight** 151.50  **Sales Tax** 99.94
**Subtotal** 1,996.86
**Grand Total** 2,096.30

Requested Deposit $5,998.86

Of course, if you add the price of the Merchandise to the Installation & Labor and Freight, the total is 1,996.86 but it may be confusing to the Client. For this reason, it is suggested to set **all Component Types to Combine** on the Project Advanced Options Window – Proposal Tab to avoid such confusion.

**Invoices:**
For Invoices, a similar issue arises when using **List** or **Total** for Items with multiple Component Types but is exaggerated by the Balance being displayed as a **negative** value for Items that have received 100% Deposit, including Sales Tax, or if a Retainer is being applied to the Invoice as shown below...

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Price</th>
<th>Sales Tax</th>
<th>Deposit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 each</td>
<td>Century Signature Upholstery Collection</td>
<td>650.00</td>
<td>52.59</td>
<td>772.90</td>
<td>82.40</td>
</tr>
</tbody>
</table>
|          | Beautiful collection, signature pattern in a mixture of fabrics.
|          | Measurements: Width 31 in., Depth 36 in., Height 34 in., Seat Height 20 in.
|          | Arm height 23 in.
|          | Ref. # 0001                             |       |           |         |
|          | **Item Total** 650.00  52.59  772.90  -82.40 |
|          | **Freight**                              | 0.00  |           |         |
|          | **Balance**                             | 0.00  |           |         |

Only when the Freight is added back into the Balance column in the Totals region does the Balance go to zero. Again, it is suggested to set **all Component Types to Combine** on the **Project Advanced Options Window – Invoice Tab** to prevent confusion to the Client.