How to View and Accept Quotes in the Client Area

Invoices and Payment Methods · https://www.hyyat.com/en/knowledgebase/view-accept-quotes/

> **In short:** Quotes we send you are in: client area → Billing → My Quotes. Click "Download" to read the quote PDF, and "Accept Quote" if you agree, confirming the terms of service. After acceptance, the quote invoice is issued for payment.

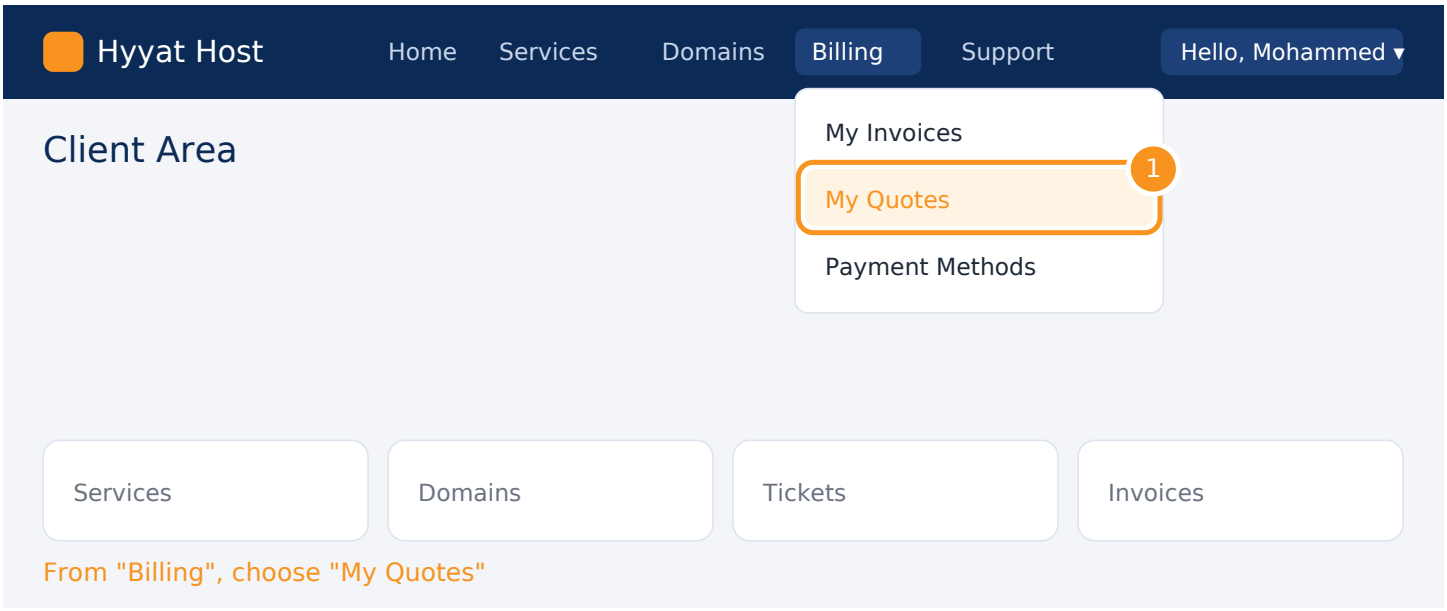
Short video (18 seconds)

Embedded media: https://www.hyyat.com/wp-content/uploads/2026/10/bill-quotes-en.mp4?_=1

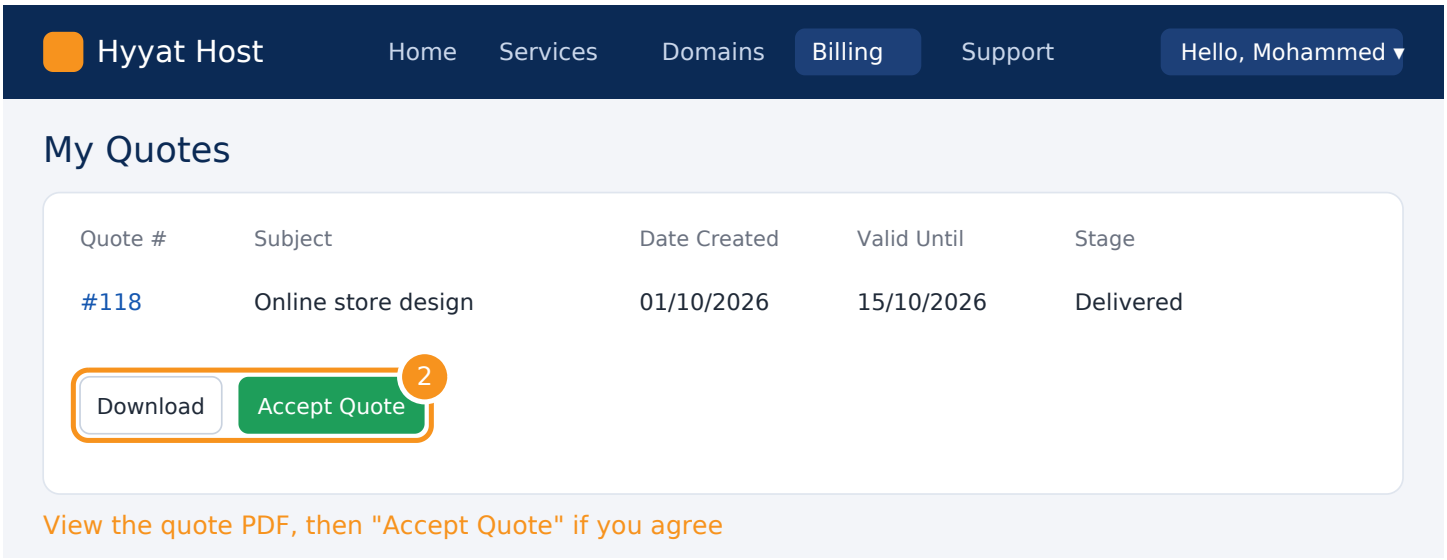
A quote usually follows a request for a custom service, such as a website or store design, or a server with specific specs. It includes the scope, price and expiry date.

Viewing your quotes

1. Log in to the client area with your email and password, or with the Google account linked to it.
2. From the top menu open **Billing → My Quotes**, or open it directly.



1. You see your quotes: number, subject, date created, valid until and stage. Click **Download** to open the quote PDF.
2. If you agree, click **Accept Quote** and confirm the terms of service.



Stage	Meaning
Delivered	Sent to you, awaiting your answer.
Accepted	You accepted it.
On Hold	Temporarily on hold.

Expired	Expired. Ask for a new one if needed.

After accepting

The quote invoice is issued and appears in Billing; pay it with any of the payment methods. If it does not appear within a working day, or you have a question about the quote, reply to your sales ticket or open a ticket in Sales & Inquiries.

FAQ

I want changes before accepting.

Do not accept yet; write the changes in your sales ticket and we will send an updated quote.

The quote expired?

Ask Sales to renew it.

I cannot find My Quotes.

It appears when you have a quote. Make sure you are in the account the quote was sent to.

Related guides

- Invoices in the client area
- Payment methods
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