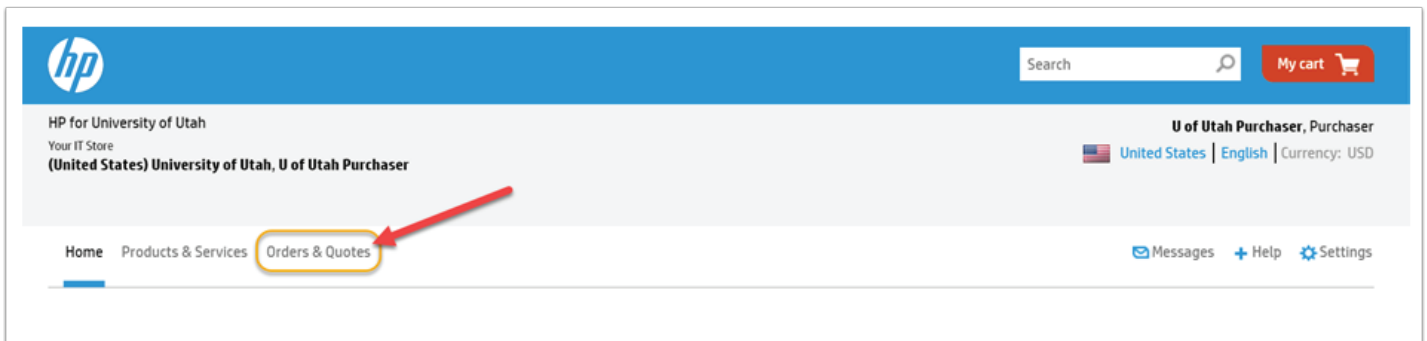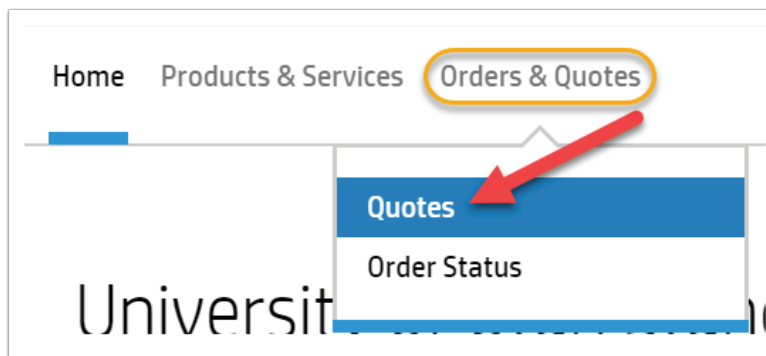**1.** Click on the HP Punch-out tile.

2. Click on the Orders & Quotes link in the upper left portion of the page.

3. Select Quotes.

4. Fliter your search using the fields provided, then follow the prompts.