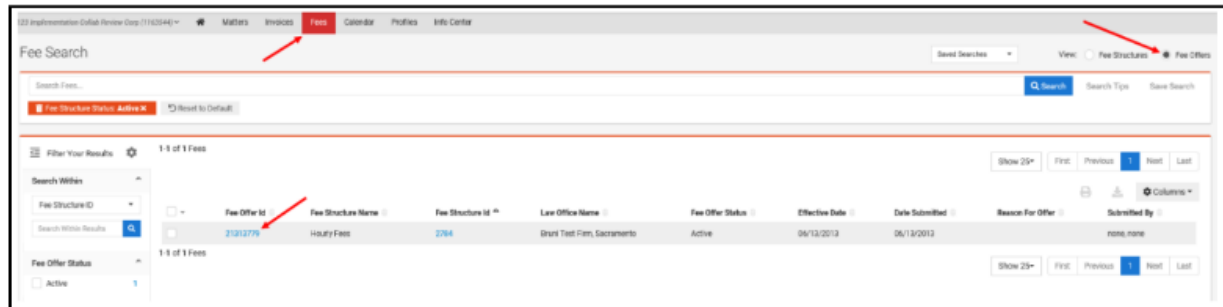


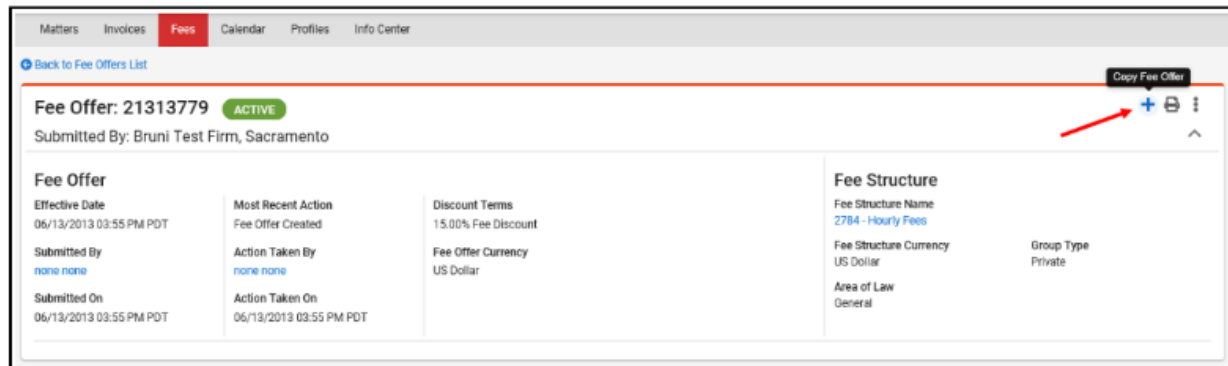
# How to Edit an Existing, Declined or Voided Fee Offer

Make sure the correct client is selected

- Click the **Fees** tab
- Make sure the **Fee Offers** button is clicked
- Click the **Fee Offer ID Number** of the fee offer you want to edit



Click the **+ Copy Fee Offer** button:



Make the necessary changes to the fee offer as requested by the client and click **Save**.