

How To Turn on Company Information in Invoices

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Issue:

Our company information is no longer printing on our invoices. I am unable to figure out what setting may have changed.

Resolution:

Open an invoice in SedonaOffice and go to Print Preview, or if invoices are created from the Print Invoices module, you can create the list of invoices and choose the option of Preview from the bottom.

Once the Printing Preferences window is open, stay on the paper tab and make sure the Letterhead Style is not set to none. If it is, then this is the cause of the company information not printing on the invoices.

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If you are using text generated from SedonaOffice, then can choose the option of Text from the dropdown menu.

If you are using a logo, then you can choose the option of Image and then follow the the path to locate the logo image.

Click OK to save any changes.

The next time an invoice is printed, the company information should appear on them.