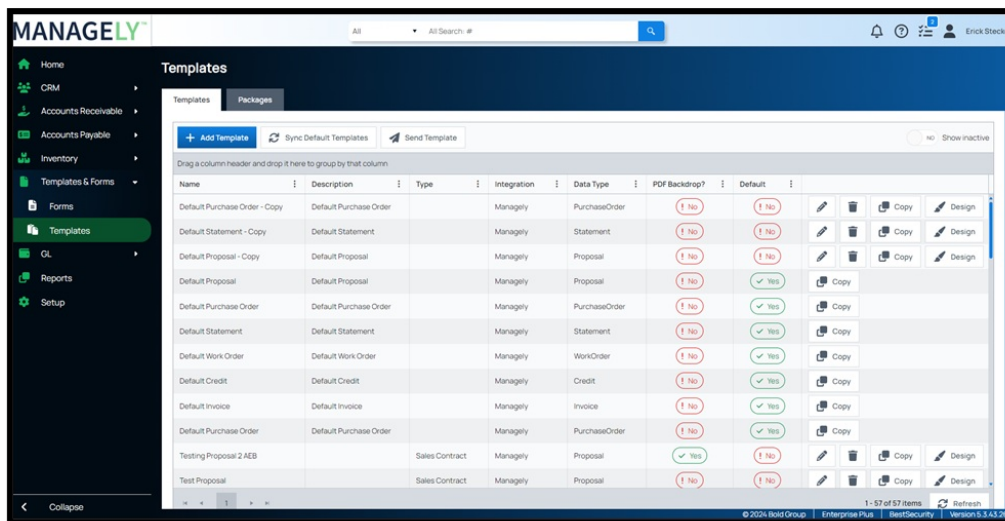


How to make the Default Invoice into a Custom Invoice Template

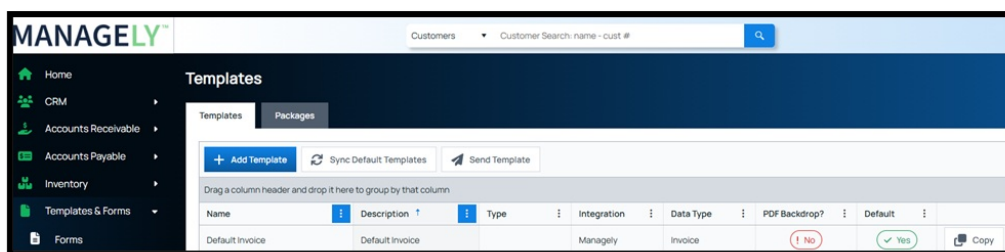
12/31/2024 8:38 am EST

Follow these steps below to make the default invoice template into a custom invoice template so that you can customize the invoice based off your company's needs.

1. Click on Templates & Forms and then Templates



2. Click the Copy button to the right of Default Invoice



3. The Default Work Order – Copy will be created. Click the Design button to the right and edit as desired

