Invoices

Customising and Creating Invoices in QuickBooks Online

Sending a customised invoice to your customers will give your business a more polished and professional look. QuickBooks online brings you 5 invoice templates to choose from within the software. There is also in QuickBooks Labs a .docx template that you can download, work on it outside of QuickBooks Online, add as many logos as you like, change the colour in some of the fonts in the header and more then import into your QuickBooks Online file. You can have as many templates that you wish either within the software templates or the .docx templates just remember to name them differently.

In our step by step guide we show you how easy it is to customise a Sales form, here we look at customising an Invoice and walk you through to invoicing clients, setting up Recurring Invoices to be sent automatically from QuickBooks Online, where you can find your invoices once you have save or sent to client and where you can print up your delivery notes.

You can customise either an Invoice, Estimate or Sales Receipt

How to Customise Invoices

Click on the Gear Company Preferences icon upper right > Settings > Custom Form Styles



Click on New Style button to add a new sales form

DuickBooks	5		৭ + छ	🔅 Sample Company
🚺 Home	Custom Form Styles			New style
Customers	< All Lists			
Suppliers	NAME	FORM TYPE	LAST EDITED -	ACTION
Employees				
🖉 Transactions				

Customise form style window will open. On the left follow the menu down the left hand side to customise the form

- 1. Style
- 2. Appearance
- 3. Header
- 4. Activity Table
- 5. Footer

1 Style										
Customise form	style									×
Style 1	Invoice 🗘	2	Untitled style	.6		Not a l	live preview			
Appearance			Present Seats M				HONO		Logo	
Header	E- E- 36		2500 Garcia Ave WAN CHAI HONG KONG			¥			3 -	HONG
Activity Table	<u> 1</u>		Invoice					4	\sim	
Footer	Airy		BILL TO Smith Co., 123 Main Street City, CA 12345	SHIP TO John Smith 20837 Palm Drive Town, CA 12345		INVOICE TERMS DATE DUE DATE	12345 NET 30 01/03/2015 15/03/2015			+
			DATE 01/03/2015	ACCOUNT SUMMARY Balarice Forward New charges (see datalis below) Total Amount due			AMOUNT \$100.00 \$865.00 \$765.00			
			DATE 10/02/2015	ACTIVITY Product Name	ату 2	RATE 225	AMOUNT 450	6		
	Modern 3		10/02/2015	Service name Description of the service	1	225	225			
					SUI DIS TO' SHI TO' BALANC	BTOTAL COUNT 2% TAL TAX IPPING TAL SE DUE HK\$	075.00 -13.50 88.50 3.50 005.00 \$665.00		Value #A6BDD	В
	Fresh									
	Friendly									- 1
	Weights No. No.							0		8.
Cancel								Preview or F	Print	Save

- 1. Click on Style
- 2. Choose Invoice, Estimate Or Sales Receipt
- 3. Select the form style from either Airy, Modern, Fresh, Friendly or Bold templates
- 4. Upload your **Logo by clicking** on the logo field
- 5. Click on the Untitled style pencil icon to name your form
- 6. Colour will "Intuitively" match the colour to your Logo but you can select a different colour, you have 18 to choose from
- 7. Click on Preview or Print to preview the form so far
- 8. Click on Save

Style Logo crop, resize, align Image: Single in the second in the s	Appearance		
Siyle Lego or pr, reste, all Arbanane Andrea Activy Table Forter Core Core Core Rege Fort and line height Fort and line height Core Page medine Core Pinting Or Or Or Pinting Or	Customise form style		
Header Activity Table Foter Foter Image: Description in height: Image: Description in height: Image: Description in height: Top: Description in height: Image: Description in height:	Style Logo crop, resize, align	Size Small Modium Asadi wink_Dary	
Footer Fort and line height Helvetica	teader	Zoom Reset	
Font and line height Helvetica Page margins Top 0.00° + Bottom 0.50° Height 0.00° Height 0.00° Use letterhead paper Show tables Image: Comparison of the second secon	icoter 3	Left Centre Fight None	
Page margins Top 0.50° + Reset Left 0.00° + + Bottom 0.50° + Bottom 0.50° + + Bottom 0.50° + Bottom 0.50° - + + + + Bottom 0.50° - + + + + Bottom 0.50° - + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + </td <td>Font and line height</td> <td>Helvetica 🗘 A A</td> <td></td>	Font and line height	Helvetica 🗘 A A	
Printing Window envelope compatible and pay slips Use letterhead paper Use letterhead paper Show tables Account summary DATE Account summary Amount 10/02/2015 Balance Forward \$100.00 New charges (see details below) \$265.00 Total Anount duo \$765.00	Page margins	Top 0.50° - + Reset Left 0.00° - + Bottom 0.50° - + Right 0.00° - +	
Show tables Account summary DATE ACCOUNT SUMMARY AMOUNT 10/02/2015 Balance Forward \$100.00 New charges deviable balow) \$665.00 Total Amount due \$755.00	Printing	Window envelope compatible and pay slips Use letterhead paper	
	Show tables	Account summary DATE ACCOUNT SUMMARY AMOUNT 1002/2015 Balance Forward \$100.00 New charges (see details below) \$865.00 Total Amount due \$765.00	

- 1. Click on **Appearance**
- 2. Logo crop resize align, click on Small, Medium or Large
- 3. Logo Placement click on Left, Centre Right or None
- 4. Font and Ling height choose from the **Arial, Courier, Helvetica** or **Times Fonts** choose size of the font
- 5. Page Margins choose the different margins to set on your form **Top Left Bottom** and **Right**
- 6. Printing Choose if a Window envelop compatible and pay slips is required or Use letterhead paper
- 7. Show tables, choose Account summary or Tax summary is required

3 Header

Customise form	style					×
Style	Form names	<	Show form name			
Appearance	2		Invoice	Invoice		
Header 1			Estimates	Quotation		
Activity Table			Sales Receipts	Sales Receipt		
		✓	Form number			
Footer			Use custom trans	ction numbers		
	Company	 ✓ 	Company name			
	3	<	Address			
		✓	Email			
			Website			
		\checkmark	Phone			
			Company Busine	s ID No. Company Business ID A		
	Customer	✓	Terms			
	4	✓	Due date or Expir	tion date		
			Shipping			
		<	Payment method			
		✓	Customer Tax Re	istration No.		
	Custom	✓	PO Number			
	•	~	Salesperson			
			Custom field 3			
Cancel					Preview or Print	Save

- 1. Click on **Header**
- 2. Form Names
- 3. **Company –** choose what is shown on form header
- 4. **Customer** what do you want the customer to see on the form
- 5. **Custom** fields you have a choice of up to 3 that you may want to add to the form

4. Activity Table

Customise form	n style						
Style	Columns 2	COLUMNS	LABEL	WIDTH%	ORDER		
Appearance		 Service/Product 					
Header		Jescription	Activity	- + 56	3		
Activity Table		Date	Date	- +	1		
		Quantity	Qty	- + 10	4		
Footer		Rate	Rate	- + 17	5		
		Amount	Amount	- + 17	6		
				Reset			
	More 3	Group activity by Da	у 🗢				
		Collapse activity rows					
		Snow markup on billar	bie expenses				
		Show billable time					
		Include employee	name				
		 Include hours and 	i rate				
Cancel						Preview or Print	

- 1. Click on Activity Table
- 2. Columns choose if the Services/Product names are to be shown, Description, Date, Quantity, Rate, Tax and Amount on the form
- 3. More add if required Billable time

5 Footer

Customise form	ı style		
Style	Message to customer 2	Invoices and sales forms A A A	
Appearance		You may remit payment to HSBC Bank	
Header		Inninnei 140 150420193	
Activity Table			
Footer 1	Footer 3	Footer text A A Centred +	
		Please visit us at www.intuit.hk	
Cancel		Preview or Print	Save

1. Click on Footer

- 2. Message to customer add in the text field a static message for each form
- 3. **Footer** static message on the bottom of form

And click on Save bottom right corner

Our completed Invoice – using the **Bold Style Template**

Prosperity Events HK 2500 Garcia Ave WAN CHAI, HONG KONG HK 6509444444 donotreply@intuit.com			X	
BILL TO Hilltop Dry Goods, Inc. 123 Main Street City, CA 12345		INVOICE 123 DATE 01/03/2015 TERMS Net 30	345 DUE DATE 15/03	/2015
PO NUMBER SALESPERSOPMT METHOD N CUSTOM-1 CUSTOM-2 CHEQUE				
DATE ACCOUNT SUMMARY 01/03/2015 Balance Forward New charges (details bel Total Amount Due)w)			AMOUNT 661.50 661.50
ACTIVITY		QTY	RATE	AMOUNT
Product name Description of the product		2	225.00	450.00
Service name Description of the service		1	225.00	225.00
You may remit payment to HSBC Bank Number 146 123456789	SU DIS TO TO CH	BTOTAL SCOUNT 2.00% TAL TAL OF NEW ARGES		675.00 -13.50 661.50 661.50

TOTAL DUE

HKD 661.50

Please visit us at www.intuit.hk

Creating Invoices

Click on the Global create (+ sign) button middle of the page plus sign

DuickBooks		<u> </u>	Sample Company	? Help
1 Home	Saturday, 24 October 2015	Private mode OFF	Bank accounts	0
Customers			Visa Credit Card 5 days ago	
Suppliers	Income	Last 385 Dave	Bank balance HK\$-3,210.00 In QuickBooks HK\$-992.12	(8)

Under Customers click on Invoice

🕩 QuickBooks			Q	× ©		<u>ينې</u>	Sample Company (?) Help
Home	Saturday, 24 October 2015	Create				accounts	
Suppliers		Customers Invoice	Suppliers Expense	Employees Single Time Activity	Other Bank Deposit	c redit Card Dalance CkBooks	5 days ago HK\$-3,210.00 HK\$-992.12
Employees	Income	Receive Payment	Cheque	Weekly Timesheet	Transfer	and cash	5 days ago
👂 Transactions		Credit Note	Bill Pay Bills		Statement	ckBooks	HK\$-2,572,673.80
🕁 Reports		Sales Receipt Befund Beceipt	Purchase Order Supplier Credit			nect account	Registers 💌
🗳 Tax	HK\$157,940	Delayed Credit	Credit Card Credit				
	OPEN INVOICES	Delayed Charge				rities	All 🗘
					 Show less 	21 October	2015
	Expenses					3 DAYS AGO	
						Bill: HK\$45,000.00 21 Oct, 1:11 am Al	edited for Lisa Garcia JS Eastern Summer Time

Complete Invoice

🕑 Invo	pice no.1	015																																?)	×
Benjamin Yeun	¹⁰	benjamir Send la	n@yeung.com																											H	IK	\$1	,9	50	ance (0
Billing address		Terms	2	nvoice date	3	Due date	4)																						Ir	voice	no.				
Benjamin Yeung Yeung's Archite	g ects	Net 30	٠	23/10/2015		22/11/2015																							6		1015					
		PO Number		Balesperson																										L.	ocatio	n				
		123456		Chada																															1	
# PROI	DUCT/SERVICE	DESCRIP	TION																						C	ſΓΥ	R	πE	AMOL	JNT (H	KD) (CLAS				
III Houn	rs																									10		20		1,200.	00					â
	0)																														Subt	otal: Hi	\$1,200	0.00	ñ.
⊞ 3 Servi	rices																									5		50		750.	00					m
																																Su	ototal: I	HK\$750	0.00	m
			_																																	m
Add lines	Clear al lines	Add subtotal	8																											_	9	Subto	el		1950	.00
Message displayed	d on invoice																										D	scour	nt perc	cent	۰					.00
You may remit p	payment to HSBC	C Bank																											40			то	al		1950	.00
14011001 140 12	20400700		•																											Ba	lanc	e du	e	1	950.	10
Ptetomont momo																																				
atalement mento																																				
Attachments	Maximum siza: 25M	18																																		
	12	Drag/Drop files	here or click th	te icon																																
		Sho	w existing																																	
															hivacy																					

Print or Preview Make recurring Customise

- 1. Choose **Customer** drop down menu
- 2. Terms can be changed or add a new one on the fly
- 3. Invoice date

Cancel Clear

- 4. Due date auto populates
- 5. **PO Number** ** note see above **Customise form** > **Header** > **5** up to 3 fields can be chosen to appear
- 6. Invoice no. **note click on Gear icon > Company Settings > Sales and tick on Custom Transaction numbers
- 7. Choose your **Product/Service**
- 8. Click on Add Subtotal to group different products or services
- 9. Overall Subtotal of invoice
- 10. Total balance due
- 11. Customise the default Message
- 12. Add Attachments drag and drop, upload or choose from existing attachments
- 13. Bottom right hand corner Save and close or Save and Send or Save

Balance du	le 1950.00
	Save and new
	Save and close Ctrl Alt D
Save	Save and send

Invoice is now created and emailed if Save and Send was chosen

Send email				
Send email Email berjamin@yeung.com Subject Invoice 1015 from Prosperity Events HK Body Dear Benjamin Yeung, @ Here's your invoice! We appreciate your prompt payment. Thanks for your business!	Prosperity Events HK 2500 Garcia An an 2000 Harrison School Six 2000 Ha	3 INV C 19 5 BALANCE DUE	ОСЕ NO. 1015 DATE 23712015 UE DATE 23712015 TERMS Not 30 120.00 120.00 120.00 120.00 120.00 HKD 1,950.00	ē
Cancel			4 Send ar	nd close 🔻

- 1. Email from customer card, Subject can be edited in the Subject field
- 2. **Body** –edit here in this field if required
- 3. Copy of Invoice to be emailed
- 4. Click on **Send and close** the invoice will be emailed straight away

Recurring Invoice

If you need to send out invoices on a regular basis, QuickBooks online makes this very simple. You can create a recurring template for just about every type of transaction. Quickest way of setting this up is directly from the transaction, let's look at a recurring Invoice

Middle bottom of Invoice click on Make recurring



From the recurring invoice you have variables of different options to choose from

🕥 Invoice no.1015			
Recurring Invoice Template name	Type Scheduled	 G ♦ Create days in 	n advance
Customer 4	Email 5		Options 6
Benjamin Yeung	benjamin@yeung.co	om	Automatically send emails
Interval 7 Monthly \Rightarrow on day \Rightarrow	9 15th 💠 of every 1	month(s) Start date	10 End 11 End date 5 By 01/09/2016 [11]
Billing address	Terms		
Benjamin Yeung	Net 30 🗢		
roung a Aroniteota	PO Number	Salesperson	
	123456	Chada	

- 1. Choose your template name
- 2. Type Schedule, Reminder or Unscheduled
- 3. Can be Created number of days in advance to the date set to be recurring
- 4. You can set this template different **customer**
- 5. Change the **Email** address
- 6. **Options** you can set the recurring invoice to be emailed out directly to customer
- 7. Interval choose from Daily, Weekly, Monthly or Yearly
- 8. Choose from a certain **day** or **date**
- 9. Set this up every month or maybe every 3 months
- 10. Start date of the 1st invoice to occur
- 11. End date choose from None, End date or After a number of occurrences
- 12. Bottom right Save Template

If you need to edit click on Gear icon > Lists > Recurring transactions

qb	QuickBooks				C	K 🕂 🕅				Sample Company 🧿 Help	
0	Home	Recurring Transactions Remi									
iii II	Customers Suppliers	Template Type All 🔶 Transacti	Template Type All + Transaction Type All + Location All +								
Ø	Employees	Filter by Name								6 🕸	
\$	Transactions	TEMPLATE NAME *	TYPE	TXN TYPE	INTERVAL	PREVIOUS DATE	NEXT DATE	CUSTOMER/SUPPLIE	AMOUNT	ACTION	
~	Reports	Quarterly Depreciation	Scheduled	Journal	Every 3 Months		05/11/2015		0.00	Edit [💌	
Б.	Tax	Mark Howard	Scheduled	Cheque Expense	Every Month	22/10/2015	21/11/2015	Mark Howard	1,250.00	Edit 🔽	
		Hayden Insurance Co	Scheduled	Cheque Expense	Every 3 Months		14/11/2015	Hayden Insuranc	750.00	Edit 🔽	
		Benjamin Yeung monthly invoice	Scheduled	Invoice	Every Month		15/11/2015	Benjamin Yeung	1,950.00	1 Edit 🔽	
		Bank of AnyCity	Scheduled	Cheque Expense	Every Month		13/11/2015	Bank of AnyCity	471.78	Use belete	
										Previous 1-5 Next	

1. Drop down menu choose to Use or Delete or Edit the recurring transaction

QuickBooks Labs

In

Be the first to try some of QuickBooks Online's experimental plug-ins. Don't forget to check back to see what's new you never know what you're missing out on!

Click on the Gear icon > Settings > QuickBooks Labs

🕩 QuickBooks			৭ + छ			🔅 Sample Company ? Help
Home Gustomers	Saturday, 24 October 2015		Prosperity Events HK			
Suppliar			Settings	Lists	Tools	Your Company
Juppilers	Income		Company Settings	All Lists	Import Data	Manage Users
Employees			Custom Form Styles	Products and Services	Reconcile	Feedback
🐔 Transactions			Chart of Accounts	Recurring Transactions	Budgeting	Privacy
			QuickBooks Labs	Attachments	Audit Log	
🕁 Reports	HK\$159.890	HK\$3.700		Currencies		🔅 Sign Out

Let's look at **Import Style** this allows us to import into QuickBooks Online a .docx file from work that you can tailor to suit check out the demo to see how it works > switch **On**

port Styles	Import Style						
124 Test Breve, CALIE 1254 Constrate Breve, CALIE 1254 Dataset	Now you can spice up your brand with your own invoice design. Import your .docx file from Word, tell us which fields to replace, and voila! Your brand is yours again.						
SHEP TO: Inter Dea Del Vera Sheet Ce, CA	Learn more See demo Give feedback						
Description Quantity Rate Amou Vanita Coposite with Straubury floring 12 \$2.80 \$24.50							

Once switched on under Cogs company preference > Custom Form Styles > drop down menu at New Style click down to Import style



In the **Import form style** window click on **Download a sample invoice**, this will download a zipped folder called **SampleDocument** within this folder **samplestyles** double click on this folder, you will find a **How to Import Styles** word document and 2 separate templates to choose from the

• Invoice Airy Light and the Invoice Airy Pro templates

Once you have customised your template follow the instructions in the **Import form style** window to **Import your own form style**

Import form style BETA		×
UPLOAD FILE	2 MATCH FIELDS	(3) CONFIRM STYLE
Import your own form style		
1 Select a form type.		
2 Open your original DOCX file and add angle brackets < > text for QuickBooks to replace. Mark each field just once	around the	
John Smith 123 Main Street <john smith=""> <123 Main Street> Download a sample invoice</john>		
3 Save and upload your file. Browse		

Now you have entered your invoices where can you find them?

In the **Customers** window you can easily find your customer's Invoices in the **Find a customer or company** field

DuickBooks			ବ + ୭	\$\$ \$	Sample Company ? H
Home	Customers				New customer 🔻
Customers	Unbilled Last 365 Days	Unpaid Last 365 Days		Paid	
Suppliers	HK\$6,188	HK\$375 HK\$159,890	HK\$3,700	HK\$186,900	
Employees	2 ESTIMATES	1 UNBILLED ACTIVITY 6 OPEN INVOICES	3 OVERDUE	3 PAID LAST 30 DAYS	
🦸 Transactions					
🕁 Reports	Batch actions 🔻	m Q			
🗅 Tax	CUSTOMER A /	Abercromble International Aroup(Abercromble International C	CURRENCY	OPEN BALANCE	ACTION
	Abercrombie Interna Abercrombie Internation	Benjamin Yeung(Yeung's Architects) - HKD	HKD	HK\$0.00	Create invoice [
	Benjamin Yeung Yeung's Architects	Cheng-Cheng Lok(Lok's Management Co.) - HKD	HKD	HK\$2,750.00	Receive payment [+
	Cathy's Consulting C Cathy's Consulting Con	Gorman Ho(Ho Engineering Company) - HKD	HKD	HK\$0.00	Create invoice 🛛 🗸
	Chadha's Consultanti Chadha's Consultanti Jacint Turnacder - HKD		нкр	HK\$0.00	Create invoice [🗸
	Charlie Whitehead Whitehead and Sons	Lew Plumbing(Lew Plumbing) - HKD Moturu Tapasvi - HKD	HKD	HK\$0.00	Create invoice [🗸

Recent Transactions gives you the latest invoices that you have saved, allowing you to quickly go in and out of the last few transactions. Just click on any transaction from this window.

	Q	+ D			
	Recent Transactions	3			
	Invoice No.1015 Yeung	23/10/2015	HK\$1,950.00	Benjamin	
	Cheque Expense No.2070	22/10/2015	HK\$1,250.00	Mark Howard	'S
	Bill	18/10/2015	HK\$45,000.00	Lisa Garcia	
	Expense	14/08/2015	HK\$7.88	Mark Howard	
	Expense	14/08/2015	HK\$10.00	Burc Gunes	
0	Invoice No.1014	18/10/2015	HK\$23,000.00	Lew Plumbing	
~	Payment	17/08/2015	HK\$8,760.00	Lew Plumbing	
NE	Expense	10/08/2015	HK\$41.00		
	Expense Haberbosch	13/08/2015	HK\$371.60	Andrew	
	Bill Payment (Cheque) No.2069	18/10/2015	HK\$2,826,935.00	Sanjeev Kak	
				More	
		HKD			

Left hand side navigation bar **Transactions > Sales** gives you an overview of you latest invoices and payments, click into any row this will take your quickly and directly to your invoice

** note the cog wheel on far right, tailor your Columns to suit your Sales register

qb	QuickBooks						Q	+ ©			Sample Company (?) Help
0	Home	Sale	es Transa	actions							New transaction 👻
28	Customers	Unbill	led Last 365 Day	5		Unpaid	i Last 365 Days		Paid		
	Suppliers	H	(\$6,188	HKS	5375	HK	\$159,890	HK\$3,700	HK\$186,900		
ß	Employees	2 E	STIMATES	1 UN	BILLED ACTIVI	TY 60F	EN INVOICES	3 OVERDUE	3 PAID LAST 30 DAY	5	
\$	Transactions										^
	Banking	Fit	ter 🔻 Last	365 Days							
	Sales	L	Batch actio	ons 👻							응 다 🐵
	Expenses		DATE -	TYPE	NO.	CUSTOMER	DUE DATE	BALANCE	TOTAL	STATUS	Columns
	Chart of Accounts		23/10/2015	Invoice	1015	Benjamin Yeung	22/11/2015	HK\$1,950.00	HK\$1,950.00	Open	Method
~~	Reports		18/10/2015	Invoice	1013	Nadia Phillipchuk	17/11/2015	HK\$140,000.00	HK\$140,000.00	Open	Source Memo
B 4	Tax		18/10/2015	Invoice	1014	Lew Plumbing	17/11/2015	HK\$14,240.00	HK\$23,000.00	Partial	Ageing
			18/10/2015	Payment		Abercrombie International	18/10/2015	HK\$0.00	HK\$-186,900.00	Closed	Last delivered
			17/09/2015	Invoice	1011	Abercrombie International	17/10/2015	HK\$0.00	HK\$150,000.00	Paid	PO Number
			25/08/2015	Invoice	1008	Abercrombie International	24/09/2015	HK\$0.00	HK\$36,900.00	Paid	Salesperson
			25/08/2015	Billable Expense Charge		Abercrombie International	24/09/2015	HK\$0.00	HK\$900.00	Closed	No.
			20/08/2015	Billable Expense Charge		Abercrombie International	24/09/2015	HK\$0.00	HK\$15,000.00	Closed	Customer Due date
			20/08/2015	Billable Expense Charge		Abercrombie International	24/09/2015	HK\$0.00	HK\$3,000.00	Closed	Balance Statue
			17/08/2015	Invoice	1012	Ecker Designs	16/09/2015	HK\$2,500.00	HK\$2,500.00	Overdue	A Show Less
			17/08/2015	Payment		Lew Plumbing	17/08/2015	HK\$0.00	HK\$-8,760.00	Closed	Rows
			15/08/2015	Invoice	1010	Jordan Burgess	14/09/2015	HK\$400.00	HK\$400.00	Overdue	Compact
			07/08/2015	Billable Expense Charge		Abercrombie International	24/09/2015	HK\$0.00	HK\$2,500.00	Closed	

Packing Slip

You may have customers that need a packing slip sent with the products and the Invoice to follow after delivery

Bottom of Invoice click on Print or Preview > click on Print Packing slip



At the Print preview window

- 1. Print to add to the products being delivery
- If you want to email click on save > and save this to the desktop as a .pdf and email directly from your email service

Print preview

 \times

To print, right-click the preview and select Print. Or, click the Print icon if you see one below.

	Prosperity Events HK 2500 Garcia Ave WAN CHAI, HONG KONG HK 650944444 donotreply@intuit.com			Î
	Packing Slip BILL TO Benjamin Yeung Yeung's Architects SALESPERSO		INVOICE NO. 1015 DATE 23/10/2015	
	PO NUMBER N 123456 Chada SERVICE	ACTIVITY	QTY	
	Hours Services		10 5	2
			œ	ା ଦ୍ ଦ୍ 💾 📑
Close				1 Print

Take the time to customise your invoices, reflect the branding of your business making your professionalism shine through.

Streamline your customer invoicing, schedule your invoices to be sent out automatically to your customers, get paid quicker.

Allow QuickBooks Online accounting software to put you in control of your finances!