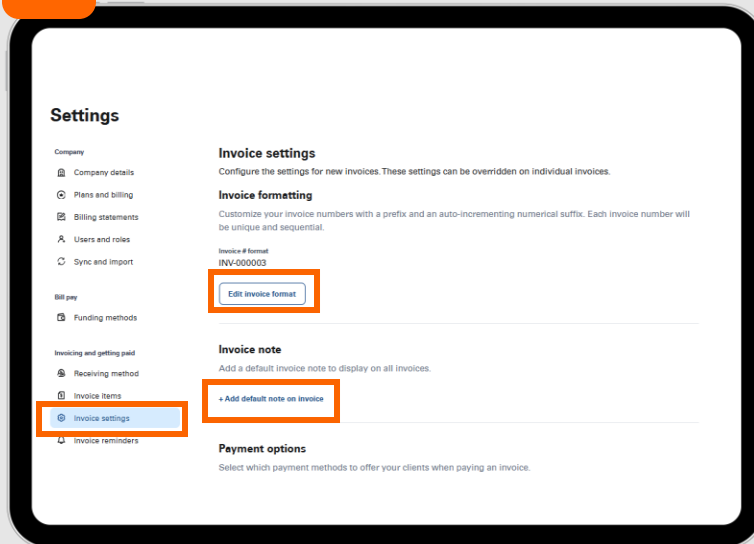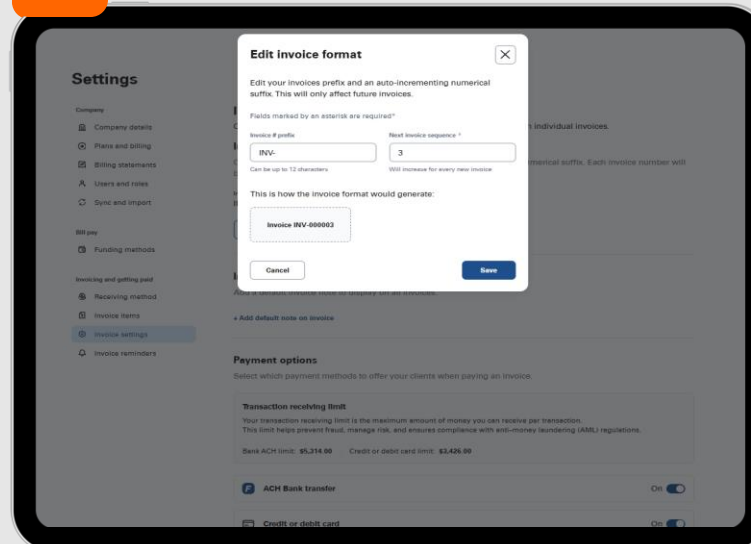# Invoice Formatting from Settings

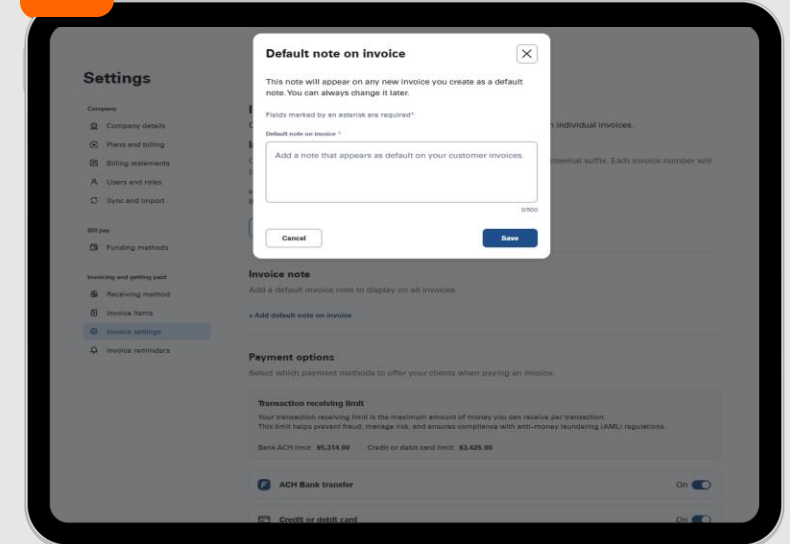

1 In "Settings", navigate to the "Invoice settings" tab. Choose "Edit invoice format" and/or "+ Add default note on invoice".

2 In "Edit invoice format", fill in the "Invoice # prefix" and "Next Invoice sequence". See option to view the invoice format. Click "Save".

3 In "Default note on invoice", fill in the text box to add a note that appears as default on customer invoices. Click "Save".