

Template Settings & how my invoices looked on the 15/4/24

Edit template
Cancel Save

Template options ▼

Name*

Set as default template

Header style ▼

Feature colour

#000000

Header text colour

#000000

PDF style

Logo and business details

Full width header image

Position customer address for windowed envelope

Header information ▼

Image

Remove

Change image

Only BMP, TIFF, JPEG or PNG files under 2MB

PDF preview Preview template as Invoice Quote Statement

Tax invoice Purchase order no: 000000001 Invoice number: IV000000001 Issue date: 29/04/2024 Due date: 29/05/2024

Bill to
Customer name: 1 Example St, Suburb State 1234, Country

Ship to
Customer name: 1 Example St, Suburb State 1234, Country

Item ID	Description	Units	Unit price (\$) <small>Including tax</small>	Disc. (%)	Tax code	Amount (\$) <small>Including tax</small>
IT008174	Paper shredder	Qty 2	16.83	0.00	GST	33.66
IT0292932	Portable whiteboard(200 x 80)	Qty 1	48.642	0.00	GST	48.64
8281	Whiteboard markers - Pkt 5	Qty 2	7.876	0.00	GST	15.75

Notes

This is a sample
Thanks for doing business with Paradise Closet!
We appreciate you shopping with us. For payment plans and full terms and conditions, please send an email to paradisecloset@myob.com

Subtotal: \$89.14

Tax: \$8.91

Total amount (inc. tax): \$98.05

Total paid: \$0.00

Balance due: \$98.05

How to pay Due date: 29/05/2024

Bank deposit via EFT

Bank ANZ

How my invoices are now showing on the 30/4/24 – settings have not been changed

Tax invoice

Bill to
Stroud Homes Wide Bay
7B Bourbong Street
Bundaberg QLD 4670
Australia

Purchase order no
51FRE/385

Invoice number
IV00000001971

Issue date
29/04/2024

Due date
13/05/2024

Item ID	Description	Units	Unit price (\$) <small>excluding tax</small>	Tax	Amount (\$) <small>excluding tax</small>
SH017	Install Internal Fix Out as per plans	Qty 161	11.00	GST	1,771.00