## **INVOICE TEMPLATE FOR CUSTOMER**

## Overview

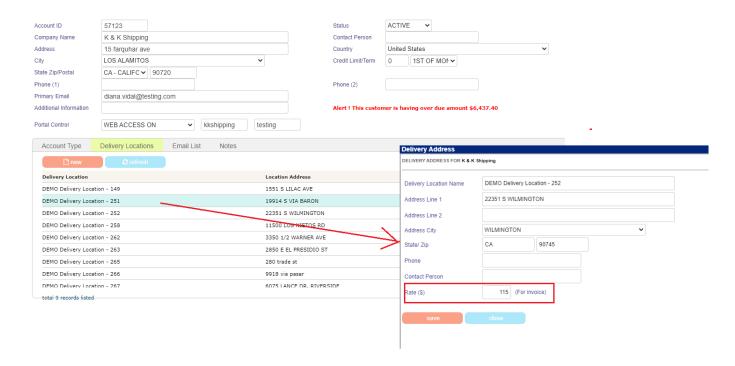
**Invoice Template** 

Invoice template is created to allow automatically loading of default charges when new invoice is created. In this way, you don't have to input charges each time for same customer.

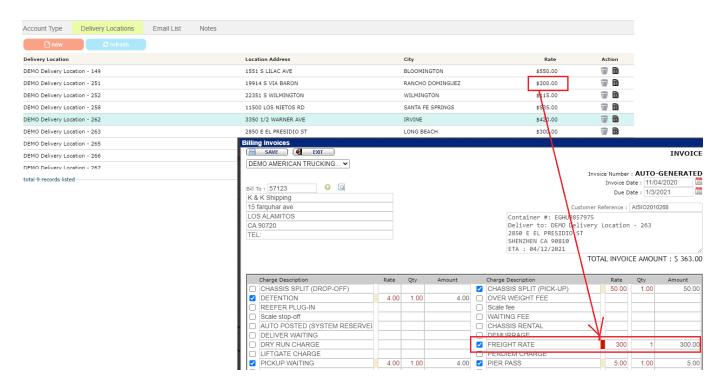
Customer rate and charges template are created under "Delivery Address" section of customer account profile. Noted that customer account profile will have multiple delivery address, each delivery address will have its associated rate and invoice template.

## **Customer Rate**

To setup customer rate for each delivery address, simply edit customer account profile. Select "Delivery Address" tab, click delivery address record to edit, input "Rate".

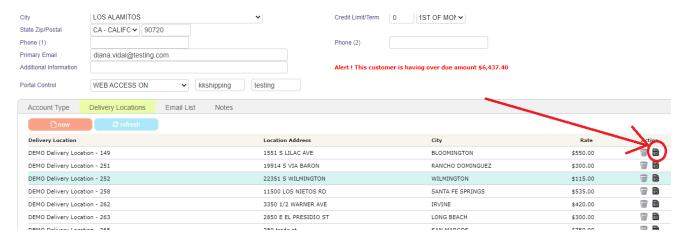


Rate input here will be automatically loaded when invoice is created. See below screen capture.

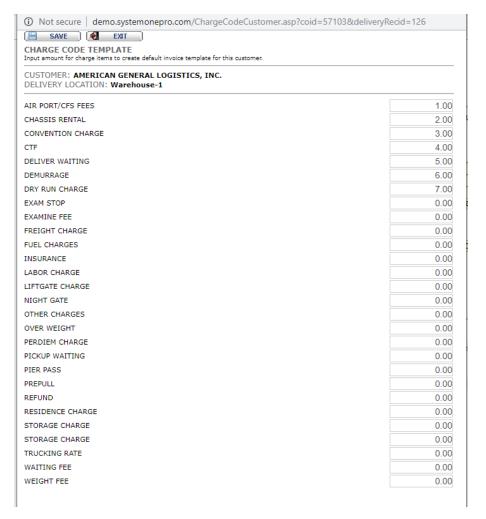


## **Customer Invoice Template**

To setup customer rate for each delivery address, simply edit customer account profile. Select "Delivery Address" tab, click "Template" icon for particular delivery address record.



Input page will be shown, simply input charges amount and click "Save" button to create.



Once template is created, charges items with predefined amount will be automatically loaded when invoice is created.

Noted that if charges is specified in shipment page, it will override the template amount (if created).

