

Invoice



[illegible]

Defining an Invoice details & templates

	Bill Date: 8 Nov 2020 Bill Cycle: 8 Nov 2020																																										
Invoice No: 2341342525																																											
Seller DEMCO LTD. 15 Avonlea St 4213 Mill Vies Ctr, Ireland313	Client DEMCO LTD tyhghh Ltd. 38 High St 1025 23rd London U.K. Street B East																																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Qty</th> <th style="text-align: left;">Name</th> <th style="text-align: right;">Net (2020)</th> <th style="text-align: right;">Net %</th> <th style="text-align: right;">Net Value (2020)</th> <th style="text-align: right;">Gross (2020)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Blank up fee</td> <td style="text-align: right;">1 000.00</td> <td style="text-align: right;">20.00</td> <td style="text-align: right;">20.00</td> <td style="text-align: right;">1 000.00</td> </tr> <tr> <td>1</td> <td>RAK Stock issue fee</td> <td style="text-align: right;">130.00</td> <td style="text-align: right;">20.00</td> <td style="text-align: right;">26.00</td> <td style="text-align: right;">130.00</td> </tr> <tr> <td>1</td> <td>Catering</td> <td style="text-align: right;">250.00</td> <td style="text-align: right;">20.00</td> <td style="text-align: right;">50.00</td> <td style="text-align: right;">250.00</td> </tr> <tr> <td>1</td> <td>Post fee</td> <td style="text-align: right;">200.00</td> <td style="text-align: right;">20.00</td> <td style="text-align: right;">40.00</td> <td style="text-align: right;">200.00</td> </tr> <tr> <td>1</td> <td>RAK transport fee</td> <td style="text-align: right;">450.00</td> <td style="text-align: right;">20.00</td> <td style="text-align: right;">90.00</td> <td style="text-align: right;">450.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total:</td> <td style="text-align: right;">2 030.00</td> <td></td> <td style="text-align: right;">656.00</td> <td style="text-align: right;">2 686.00</td> </tr> </tbody> </table>		Qty	Name	Net (2020)	Net %	Net Value (2020)	Gross (2020)	1	Blank up fee	1 000.00	20.00	20.00	1 000.00	1	RAK Stock issue fee	130.00	20.00	26.00	130.00	1	Catering	250.00	20.00	50.00	250.00	1	Post fee	200.00	20.00	40.00	200.00	1	RAK transport fee	450.00	20.00	90.00	450.00	Total:		2 030.00		656.00	2 686.00
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Leon default Invoice pdf template

Before using this option you need to set up in [Documents Manager](#) a new Invoice template **QUOTE INVOICE** - you can set up multiple different templates and re-arrange them the way you want (using HTML & CSS). You can also use Leon default template pdf.

Name ^	Type	Language	Published	Last modified
QUOTE INVOICE REGULAR	Quote Invoice	English		08-Nov-2019 09:10
QUOTE INVOICE VIP	Quote Invoice	English		08-Nov-2019 11:01

You can also configure [EMAIL TEMPLATES](#) for the Invoice in a section Settings > Email Templates - click **ADD TEMPLATE**, select **Quote Invoice** and set it up. You can define as many email templates for as necessary.

Email template	Standard	⌵
	VIP	
	French	

Once it's all set up, edit the Quote, click button **INVOICE** and Leon will show a pop-up window where you can select an appropriate Email and Invoice template. Then Invoice details & items should be defined with their Net price and VAT. Below the items list Leon will show **Total price**.

Click **DOWNLOAD** icon to preview the template before sending it out.

If the quote is created for more than one aircraft, Invoice pop-up will allow to switch between tails and define Invoice items accordingly.

Quote ☒ B-ARTI ☐ D-LEON ☐ A-BCDE

In case you wish to upload your own template and send it to the client without creating it in Documents Manager, you can use 'Upload files' button in a tab 'EMAIL' of the Invoice pop-up window.

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