

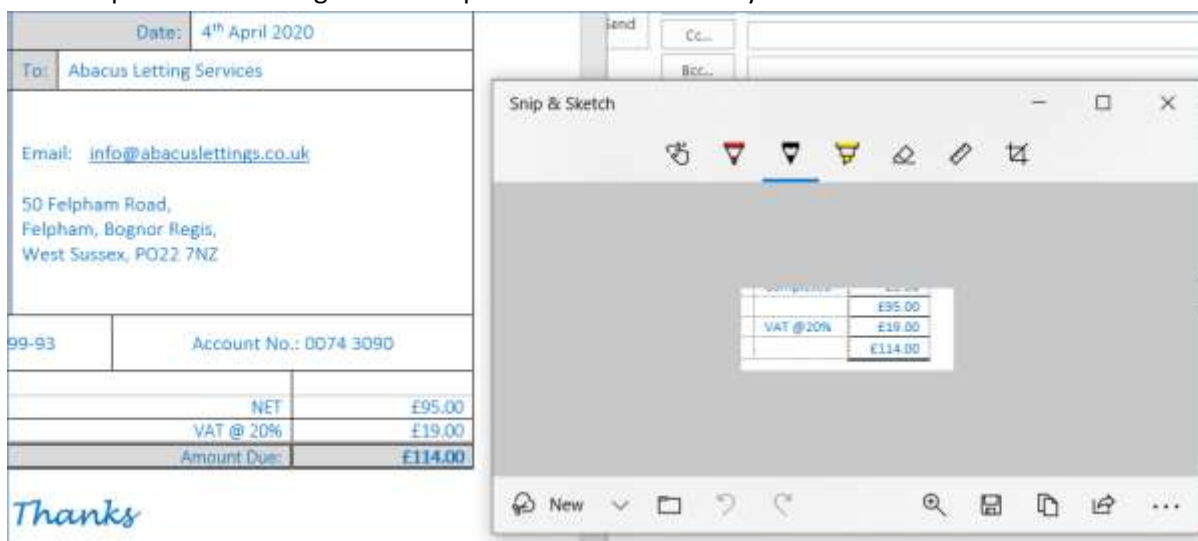
## Formatting and Preparing Invoices, and saving as PDF

1. Open Word Document.
2. Go to the end of the document, and if necessary, take a copy of the **Net**, **VAT** and **Total** Values. You can do this by using "Snip and Sketch".

Completed	£95.00
VAT @20%	£19.00
	£114.00

3. Enter the values for **NET**, **VAT** and **Amount Due** in the main part of the Invoice.

An example of the working area to help for accurate data entry.



4. Adjust Left hand margin of the **Sign Request Details** table.

Currently lines up with the word "Request"...	Widen to line up with the word "Sign".										
<p>Sign Request Details:</p> <table> <tr> <td>Branch</td><td>Re</td></tr> <tr> <td>AbacusLettings</td><td>Le</td></tr> <tr> <td>@Felpham</td><td>By</td></tr> </table>	Branch	Re	AbacusLettings	Le	@Felpham	By	<p>Sign Request D</p> <table> <tr> <td>Branch</td><td></td></tr> <tr> <td>AbacusLettings @</td><td></td></tr> </table>	Branch		AbacusLettings @	
Branch	Re										
AbacusLettings	Le										
@Felpham	By										
Branch											
AbacusLettings @											

5. Adjust Right hand margin of the **Sign Request Details** table.

Currently not in line with Invoice Detail table.	Make slightly wider than t Invoice Details table.																								
<table> <tr> <td>NET</td><td>£</td></tr> <tr> <td>VAT @ 20%</td><td>£</td></tr> <tr> <td>Amount Due:</td><td>£</td></tr> </table> <table> <tr> <td>Status</td><td>Net Cost</td></tr> <tr> <td>Completed</td><td>£3.80</td></tr> <tr> <td>22 8NG</td><td>Completed</td></tr> </table>	NET	£	VAT @ 20%	£	Amount Due:	£	Status	Net Cost	Completed	£3.80	22 8NG	Completed	<table> <tr> <td>NET</td><td>£</td></tr> <tr> <td>VAT @ 20%</td><td>£</td></tr> <tr> <td>Amount Due:</td><td>£</td></tr> </table> <table> <tr> <td>Status</td><td>Net Cost</td></tr> <tr> <td>Completed</td><td>£3.80</td></tr> <tr> <td>22 8NG</td><td>Completed</td></tr> </table>	NET	£	VAT @ 20%	£	Amount Due:	£	Status	Net Cost	Completed	£3.80	22 8NG	Completed
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6. Adjust the other columns aiming to get the information to display on one row only.

From this:

Sign Request Details:

Branch	Request Description	Address	Status	Net Cost
AbacusLettings @Felpham	Letting, Remove, Let By	17 blackberry copse, felpham, PO22 8GP	Completed	£3.80
AbacusLettings @Felpham	Letting, Remove, Let By	5 Ambleside Close, Felpham, Bognor Regis, PO22 8NG	Completed	£3.80
AbacusLettings @Felpham	Letting, Change Sign, Let By	2 Falcon Villas, Havelock Close, Felpham, PO22 7AY	Completed	£3.80
AbacusLettings @Felpham	Letting, Change Sign, Let By	15a Highfield Road, Bognor Regis, PO22 8BQ	Completed	£3.80
AbacusLettings @Chichester	Letting, New Sign, To Let	21 Fourteen Acre Avenue, Felpham, PO22 8GH	Completed	£3.80
AbacusLettings @Chichester	Letting, New Sign, To Let	24 Cambrai Avenue, Chichester, PO19 7UY	Completed	£3.80

To this:

Sign Request Details:

Branch	Request Description	Address	Status	Net Cost
AbacusLettings @Felpham	Letting, Remove, Let By	17 blackberry copse, felpham, PO22 8GP	Completed	£3.80
AbacusLettings @Felpham	Letting, Remove, Let By	5 Ambleside Close, Felpham, Bognor Regis, PO22 8NG	Completed	£3.80
AbacusLettings @Felpham	Letting, Change Sign, Let By	2 Falcon Villas, Havelock Close, Felpham, PO22 7AY	Completed	£3.80
AbacusLettings @Felpham	Letting, Change Sign, Let By	15a Highfield Road, Bognor Regis, PO22 8BQ	Completed	£3.80
AbacusLettings @Chichester	Letting, New Sign, To Let	21 Fourteen Acre Avenue, Felpham, PO22 8GH	Completed	£3.80
AbacusLettings @Chichester	Letting, New Sign, To Let	24 Cambrai Avenue, Chichester, PO19 7UY	Completed	£3.80

7. Save the Word document.

8. Now save as a PDF by:

a. Clicking **File** then **Save As**

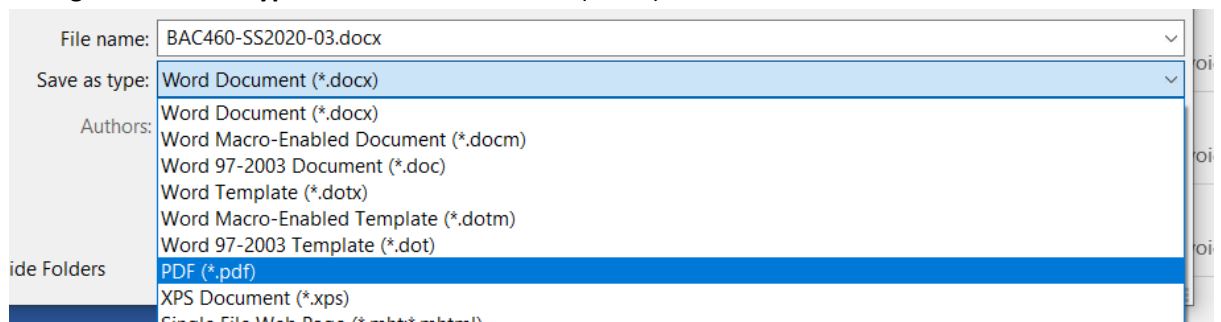
b. Select the relevant folder



2020-03 - Invoices for March Work - Dated 4th April 2020

Documents » ! Stone Signs » 00 Invoicing » 00 Estate Agent Invoice Folders » 2020-03 - Invoices for March Wor...

- c. Change the **Save as type** from Word Document (\*.doc) to PDF.



9. Observe the PDF in the folder.

Name	Date modified
ALS160-SS2020-03.docx	04/04/2020 15:22
ALS160-SS2020-03.pdf	04/04/2020 15:27
ASR400-SS2022-03.docx	04/04/2020 15:31
ASR400-SS2022-03.pdf	04/04/2020 15:32

10. Repeat as necessary. 😊