> Emailing Invoices: how to include a **header** and / or a **footer** image

If you are sending invoices via the email feature, then you can choose to include an **image** or **picture** as the **header** or **footer** (or both) of your invoice. This effectively allows you to include your own stationery within the invoice, or to display your company logo.

- To set-up this feature the first time, follow these steps:

  1) In Windows:

  i) you will need to have your images in the form of JPEGs (ie: with an extension of `.jpg`).

  ii) create a folder called "InvoiceImages" on your "Local-C-drive" and copy the 2 jpegs you wish to use (the 'header' and the 'footer') into this folder (ie: copy them to "My Computer → Local C-Drive → InvoiceImages").

  iii) re-name the header as **Header1.jpg**, and re-name the footer as **Footer1.jpg**.

  2) In CabVista:

  i) go to "Basic Data → Parameters & Options → General Options", then:

  ii) tick "Show Header/Footer pictures in emailed invoices ?".

- You will also need to do the following with any Account Customer who wishes to subscribe to this feature (**once only**, before you send them their first emailed invoice):

  i) ask your account customer if they wish to receive electronic invoices with pictures

  ii) if they do, then ask them to create a folder "InvoiceImages" on their "Local-C-drive" … then email them copies of your 2 jpegs, and ask them to store them in that folder "InvoiceImages".

  You only have to do this once – the first time you use this feature.

  You can then go to Invoice Manager and create your email invoices in the usual way.

  Note: if you are **printing** your invoices (rather than emailing them) then you don't need to follow the steps above. Instead, you can simply do this:

> Printing Invoices: on paper with your company **logo** / **letterhead** at the top

a) Go to "Basic Data -> Company Details" and select a "Layout" of "Co. Letterhead".

b) Put your A4 sheets in your printer (with your logo at the top, and the rest of the sheet blank).

c) When you print your invoices, the invoice detail will start part-way down the page, leaving a gap at the top for your logo.