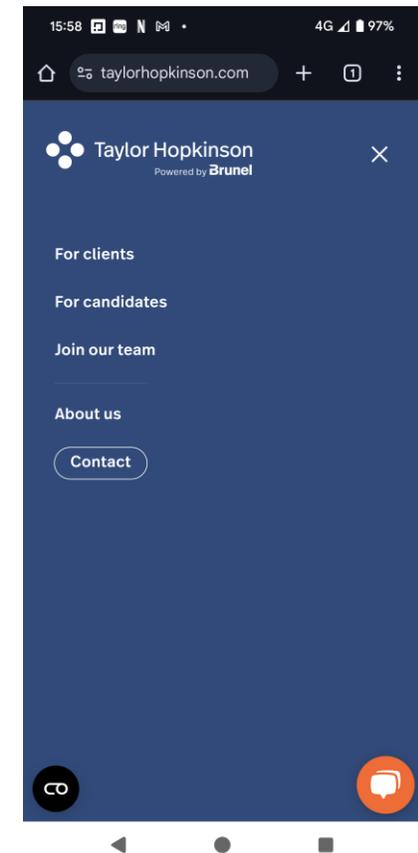


Saving Invoice Template as a PDF

Accessing the Website

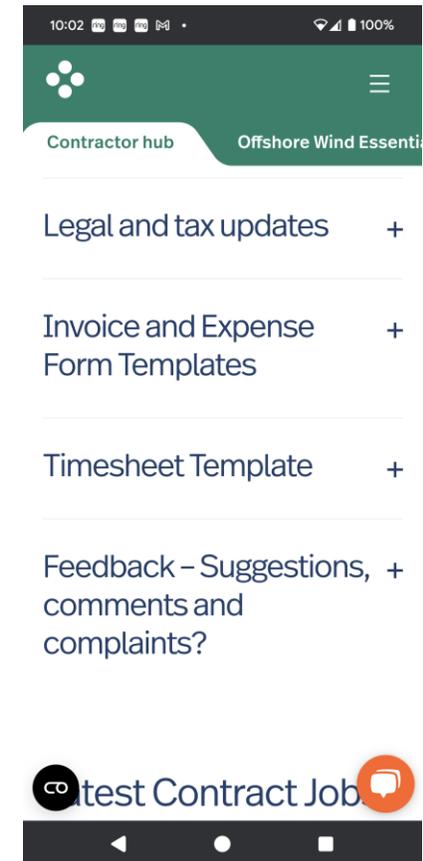
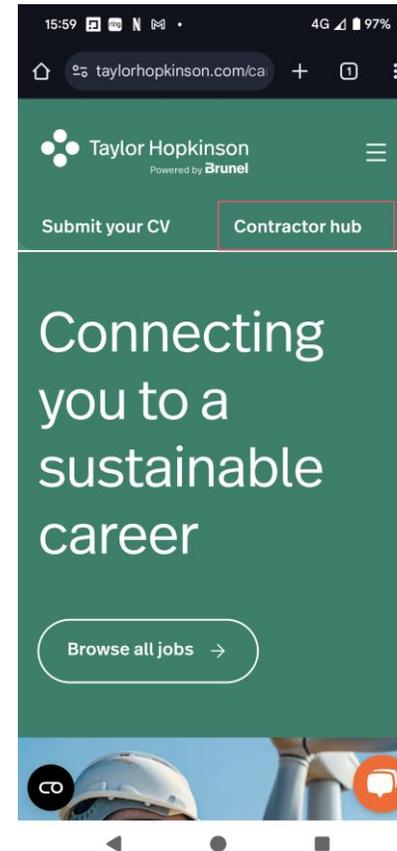
1. To access the template please browse to www.taylorhopkinson.com.
2. Then select the menu options and choose the option "For candidates"



Saving Invoice Template as a PDF

Accessing the Template

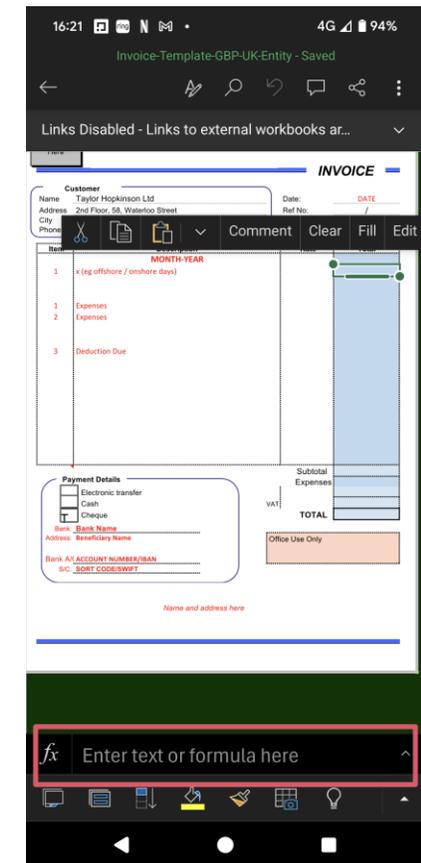
1. Select the option for “Contractor Hub”
2. Scroll down the page to find your relevant template.
3. In this case we will select “Invoice and Expense” template



Saving Invoice Template as a PDF

Using the Template

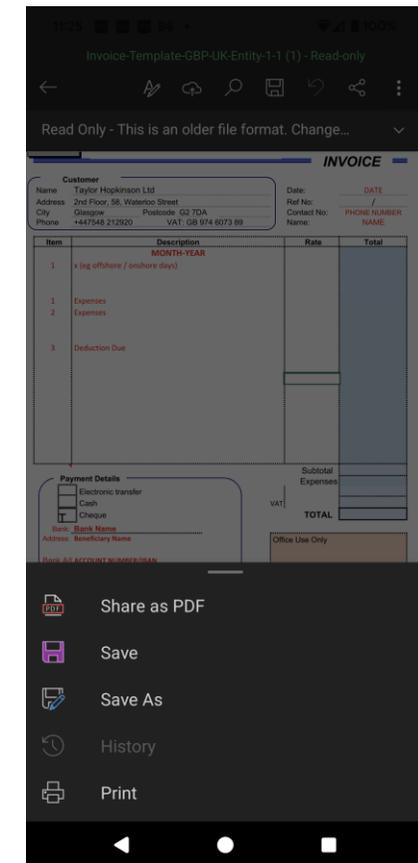
1. You should now have the invoice template on screen.
2. You now need to make the necessary changes to the invoice, adding your figures for days worked, rates and more.
3. You can make changes to the cells in the document by using the text update box, (see highlighted in the image)



Saving Invoice Template as a PDF

Using the Template

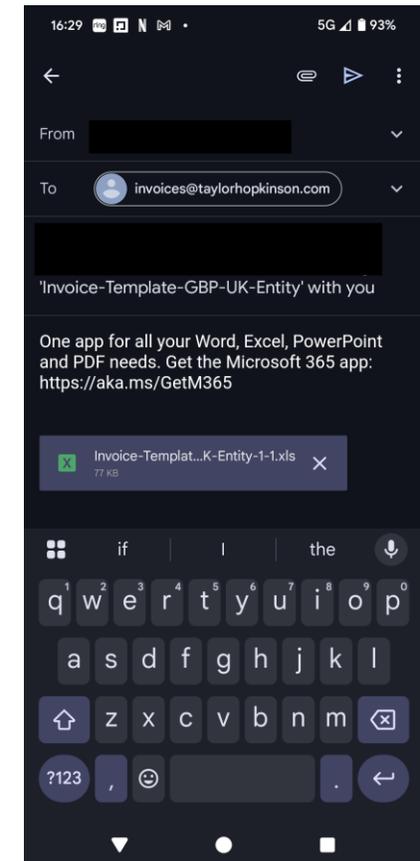
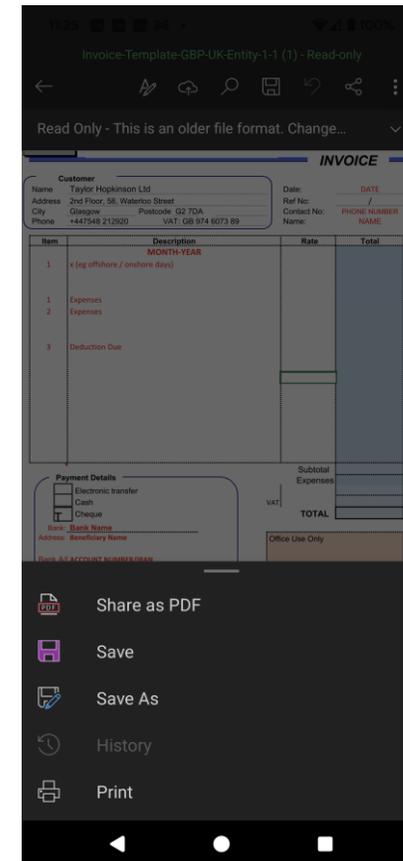
1. Complete your changes.
2. Once you have completed your updates, you are then ready to send to us at Taylor Hopkinson.
3. Select the menu option (3 dots highlighted) and then select the option to “Share as PDF”



Saving Invoice Template as a PDF

Saving and sending the Template

1. Complete your changes.
2. Once you have completed your updates, you are then ready to send to us at Taylor Hopkinson.
3. Select the menu option (3 dots highlighted) and then select the option to “Share as PDF”
4. This will create the Mail ready to send to us. The address to send the invoice is invoices@taylorhopkinson.com



Saving Invoice Template as a PDF

Using the Template

1. Once your email is sent. It will then show in your Sent Items.
2. This will also provide you with the copy of the PDF for your records.
3. You will also receive a reply acknowledge from us to notify you that the file has arrived.

