Taylor Hopkinson

Saving Invoice Template as a PDF

Accessing the Website

- 1. To access the template please browse to <u>www.taylorhopkinson.com</u>.
- 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





Timesheet Template +

Feedback – Suggestions, + comments and complaints?



Taylor Hopkinson

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)





taylorhopkinson.com

Taylor Hopkinson

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"

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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.

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Regards, Taylor Hopkinson Contract Finance			

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