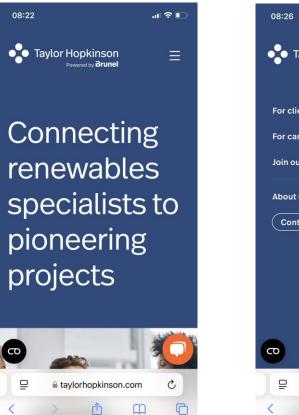
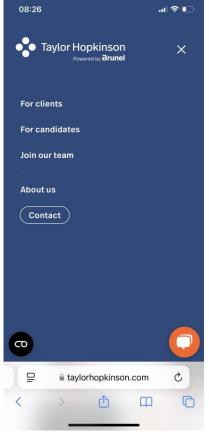
Accessing the Website

1. To access the template please browse to www.taylorhopkinson.com.

1

2. Then select the menu options and choose the option "For candidates"





taylorhopkinson.com

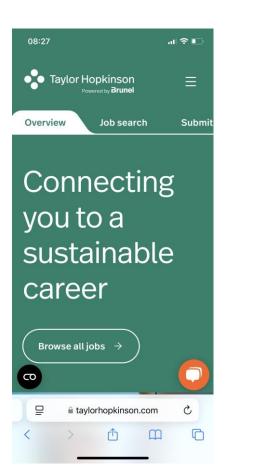
Taylor Hopkinson

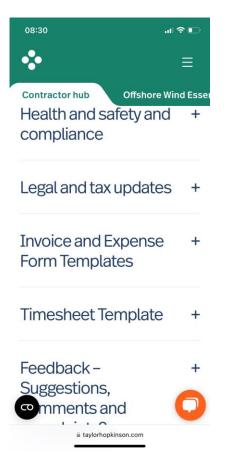
Taylor Hopkinson

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

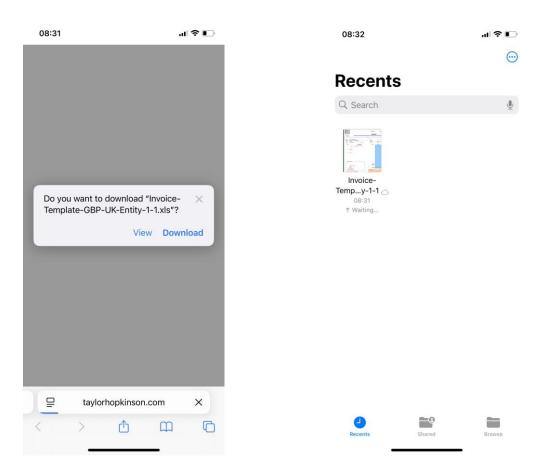




taylorhopkinson.com

Accessing the Template

- 1. For iOS you complete the prompt to Download the file.
- 2. In this case, the file is saved to your Files app. This might be different in your case.
- 3. Go ahead and open the file.



Taylor Hopkinson

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)

Burners Defection Dus	08:36				ul 🗢	•
Read Only - This is an older file format. Changes can only be saved to a copy of More Links Disabled - Links to external workbooks are not supported and more Close Image: State of the state of th	Invoice-Te	mplate-GE	BP-UK-E	ntity-1-1		
Changes can only be saved to a copy of More Links Disabled - Links to external workbooks are not supported and more Loss Workbooks are not supported and more NVC/CE		5	A/	Q	₾	
Workbooks are not supported and more Close wrole No. 205 wrole No. 2	Changes can or				1	Nore
Incomposition of the second seco	Links Disabled				ore C	lose
Invoice In	Insert Logo			Invoice M	No.	2345
mer Typo Februaro 115 mer Typo Februaro 116 mer Typo Februaro 116	Here				NVOIO	CE =
Arrow Texts and address here Arrow Texts and address here Arrow Texts and address here			(Data		DATE
	Address 2nd Floor, 58, Waterloo St	neet		Ref No:		1
Account A	Phone +447548 212920		73 89			
				Rate	1.00	Total
2 Detection Due 3 Detection Due 4 Detection Due 4 Detection Structure 4 Detection Struc						
2 Detection Due 3 Detection Due 4 Detection Due 4 Detection Structure 4 Detection Struc						
Borners Details Subbid Deparent Details Deparent Details Deparent Deparent Deparent Subbid Uv TOTAL Other Other Use Only Deparent Depar						
Borners Details Subbid Deparent Details Deparent Details Deparent Deparent Deparent Subbid Uv TOTAL Other Other Use Only Deparent Depar						
Periori transfer Can Decroix transfer Can Decroix transfer Can Decroix transfer D	3 Deduction Due					
Periori transfer Can Decroix transfer Can Decroix transfer Can Decroix transfer D						
Periori transfer Can Decroix transfer Can Decroix transfer Can Decroix transfer D						
Periori transfer Can Decroix transfer Can Decroix transfer Can Decroix transfer D						
Periori transfer Can Decroix transfer Can Decroix transfer Can Decroix transfer D						
Periori transfer Can Decroix transfer Can Decroix transfer Can Decroix transfer D						
Catal Crane Crane Barry, Barry Name Ser, Sont Code Serr Name and address here Name and address here	Payment Details		-			
Concest Such Kenne Same Same Kenne Same Same Kenne Same Same Kenne Name and address Name				VAT		
Constantion Mane and address from Constantion of the Use Only Constant of the	Cheque				L 📃	
se sont continuer	Bank: Bank Name Address: Beneficiary Name			Office Use Only		
Name and address have	Bank A/(ACCOUNT NUMBER/IBAN					
Enter text or formula here	S/C: SORT CODE/SWIFT					
Enter text or formula here						
		Name and addres	ss here			
	. Fritzeland d					
Invoice Sheet1 +	Enter text or fo	ormula h	ere			^
Invoice Sheet1 +		Observed				
	J) Invoice	Sheet1				
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		_			

08:45 🕆 📭 Invoice-Template-GBP-UK-Entity-1-1 AD Q ☆ … Read Only - This is an older file format. More Changes can only be saved to a copy of .. (x) Links Disabled - Links to external Close workbooks are not supported and... more INVOICE -Name Taylor Hopkinson Ltd Address 2nd Floor, 58, Waterboo Street City Glasgow Postcode G2 7DA Phone +447548 212920 VAT: GB 974 6073 89 Ref No: Contac Name: Description MONTH-YEAR Expenses Expenses Deduction Du Subtota **Payment Details** Expenses Electronic transfer Cash Cheque TOTA Hank: Bank Name Office Use On nk A/CACCOUNT NUME S/C: SORT CODE/SWIF Sheet1 Invoice

Taylor Hopkinson

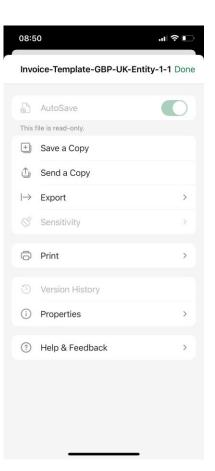
Taylor Hopkinson

Saving Invoice Template as a PDF

Using the Template

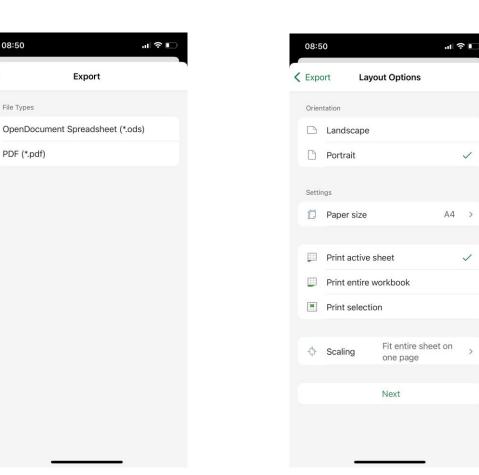
- 1. Complete your changes.
- 2. Once you have completed your updates, you are then ready to send to us at Taylor Hopkinson.
- 3. Select the menu option (3 dots highlighted) and then select the option to "Export"
- 4. Then follow the options on the next slide.

	Invoice	-Template-GBP-	UK-Entity	/-1-1	_
		5	20	2 1	<u> </u>
		This is an olde			More
		n only be save		py of	
		ed - Links to e are not support		. more	Close
	_			101	
me	Taylor Hopkinson		-•	ato:	DATE
dress	2nd Floor, 58, Water Glasgow		R	ef No: Iontact No:	PHONE NUMBER
one	+447548 212920	VAT: GB 974 6073 8	9 () N	lame:	NAME
ltem	- Income in the second s	Description MONTH-YEAR		Rate	Total
*	x (eg offshore / onsl	tore days)			
1	Expenses Expenses				
	Caperises .				
3	Deduction Due				
				Subtotal	
F	Payment Details			Subtotal Expenses	
E	Electronic transfer Cash Cheque		VAT		
Bar	Electronic transfer Cash		S	Expenses	
Ban ddres	Electronic transfer Cash Cheque Bank Name Electronic transfer Sash Bank Name	BAN	S	Expenses	
Ban ddres	Electronic transfer Cash Cheque In: Bank Name S: Beneficiary Name	B.M.	S	Expenses	
Ban ddres	Electronic transfer Cash Cheque Bank Name Electronic transfer Sash Bank Name	Name and address to	Office	Expenses	
Ban ddres	Electronic transfer Cash Cheque Bank Name Electronic transfer Sash Bank Name		Office	Expenses	
Ban ddres	Electronic transfer Cash Cheque Bank Name Electronic transfer Sash Bank Name		Office	Expenses	
Ban ddres	Electronic transfer Cash Cheque Bank Name Electronic transfer Sash Bank Name		Office	Expenses	
Bank S/	Clastinic transfer Cash Cheque A: Bank Name a: Bank Name Benkfury Name Ait ACCOUNT NUMBER/I C: SORT CODE/SWET	Name and address h	Office	Expenses	
Bank S/	Clastinic transfer Cash Cheque A: Bank Name a: Bank Name Benkfury Name Ait ACCOUNT NUMBER/I C: SORT CODE/SWET		Office	Expenses	~
Bank S/	Clastinic transfer Cash Cheque A: Bank Name a: Bank Name Benkfury Name Ait ACCOUNT NUMBER/I C: SORT CODE/SWET	Name and address h	Office	Expenses	^



Using the Template

- Select the option for "PDF (*pdf) 1.
- Choose the options that you want for the file. 2.
- It is important that you select the correct 'scaling' option. 3.
- 4. It is important that you select "Fit entire sheet on one page"



08:50

File Types

PDF (*.pdf)

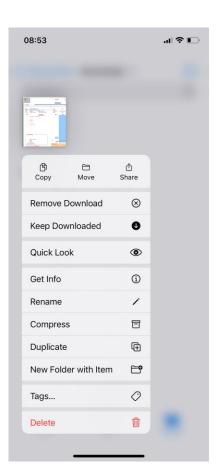
Export

Taylor Hopkinson

Using the Template

- 1. Once PDF settings selected, Choose where you want to save the file.
- 2. Once location chosen, select Export to complete the save.
- 3. We then want to then share the file and share to your email application.
- 4. Find the file in your stored place, we have it saved in the Files app.

08:52		''II 🕹 💽
Cancel		Export
Name: Invoic	e-Template-GBP-UK-E	ntity-1-1 🛛
the state of the s	Storage	
Other Locations		
📘 On My i	Phone	>
iPhone	- Brunel International N	I.V.
🗂 Files Ap	pp	
+ Add Sto	orage Account	
Recent Folders		
q w e	r t y u	iop
a s	d f g h j	k I
	x c v b n	m 🗵
123	space	done
		Ŷ



taylorhopkinson.com

Taylor Hopkinson

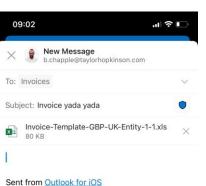
Taylor Hopkinson

Saving Invoice Template as a PDF

Saving and sending the Template

- 1. Choose the file and then click "Share"
- 2. Share this on your preferred email application.
- 3. This will create the Mail ready to send to us. The address to send the invoice is invoices@taylorhopkinson.com

08:53		.⊪ ≎ ∎.
D D Copy Move	1 Share	
Remove Download	\otimes	
Keep Downloaded	Ø	
Quick Look	۲	
Get Info	í	
Rename	1	
Compress	8	
Duplicate	æ	
New Folder with Item	6	
Tags	0	
Delete	Ŵ	



Đ	D	0	Đ		00	E	ò	>
	I.			The			l'm	1
Q	N	EF	2	۲Ŋ	(L	J		P
Α	S	D	F	G	Н	J	к	L
	Z	x	С	V	В	Ν	м	\otimes
12:	3			space			re	turn
	1					-		Ŷ

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.

<	•••	Û	Ē
Invoi	ce yada yada		0
•	You To Invoices	C	15:0
×	Invoice-Template-GBP-UK-Entity-1-1 XLS - 76 KB	:	

Please feel free to close the ticket

Brian Chapple

b.chapple@taylorhop

Taylor Hopkinson on LinkedIn

24

Calendar

+447706354287

Taylor Hopkinson

Emergency out of hours: +44,800 888 6333

Apps

ΞP

Feed

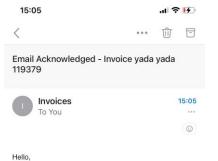
Connecting rennwables specito skoneering projects

Sent from Outlook for iOS

Global Talent Renewables

≪ ∨ Reply All

Email



Taylor Hopkinson

Powered by Brunel

Thank you for your email enquiry, our dedicated finance team will review and respond in a timely manner.

Our team operates during regular business hours (Monday to Friday, 8.30 AM to 5:30 PM GMT). If you have submitted your request outside of these hours, we will address it as soon as possible.

Should your enquiry be urgent please respond to this email or alternatively phone our team on <u>+44 141 468</u> <u>4900</u>.

\leftarrow \vee	Reply		
	24	<u>=</u> p	
Email	Calendar	Feed	Apps

taylorhopkinson.com

