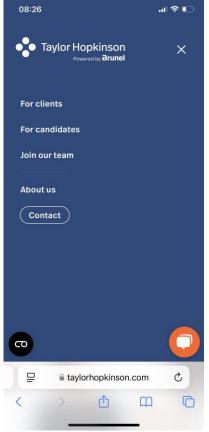
#### Accessing the Website

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

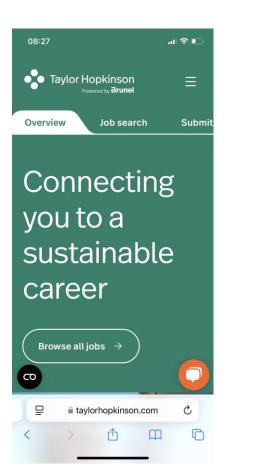
Taylor Hopkinson

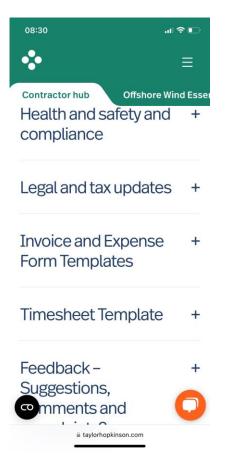
## Taylor Hopkinson

## 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

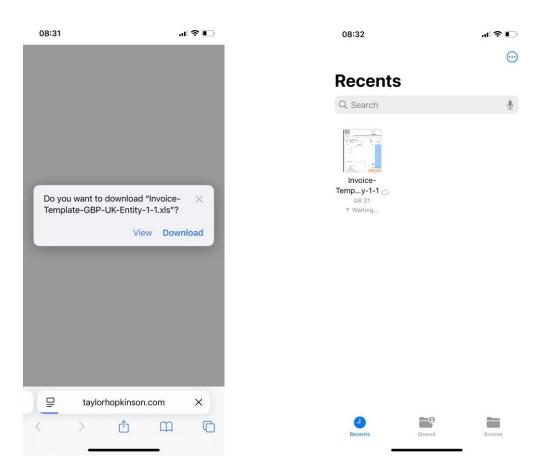




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#### Accessing the Template

- 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)

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Taylor Hopkinson

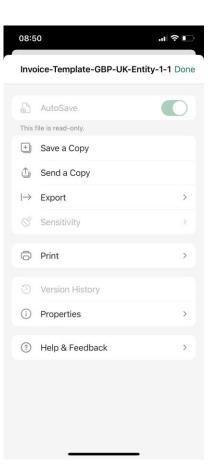
# Taylor Hopkinson

## Saving Invoice Template as a PDF

#### **Using the Template**

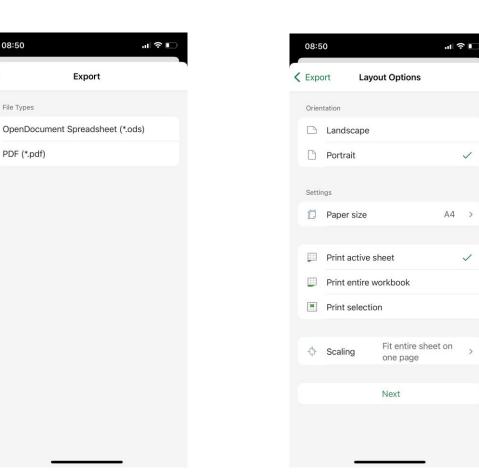
- 1. Complete your changes.
- 2. Once you have completed your updates, you are then ready to send to us at Taylor Hopkinson.
- 3. Select the menu option (3 dots highlighted) and then select the option to "Export"
- 4. Then follow the options on the next slide.

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#### **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"



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File Types

PDF (\*.pdf)

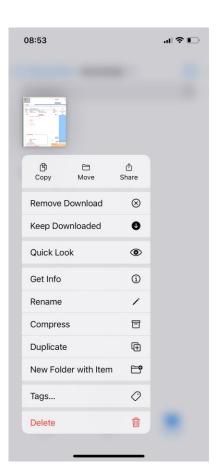
Export

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.

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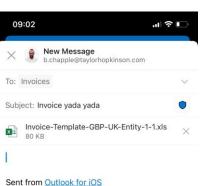
## Taylor Hopkinson

### 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

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#### **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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Please feel free to close the ticket

**Brian Chapple** 

b.chapple@taylorhop

Taylor Hopkinson on LinkedIn

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Calendar

+447706354287

Taylor Hopkinson

Emergency out of hours: +44,800 888 6333

Apps

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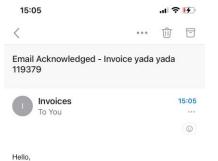
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Thank you for your email enquiry, our dedicated finance team will review and respond in a timely manner.

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>.

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