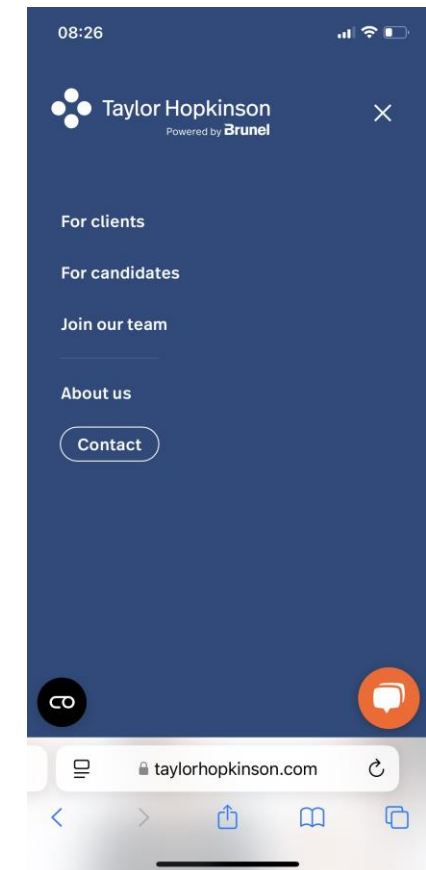


Saving Invoice Template as a PDF

Accessing the Website

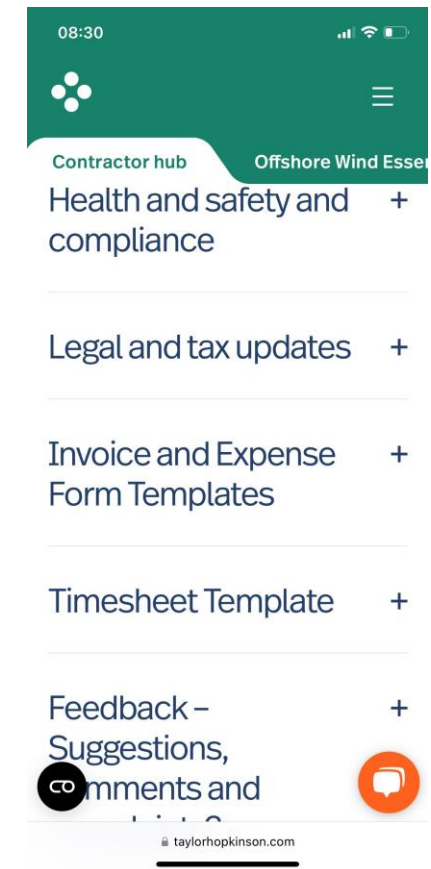
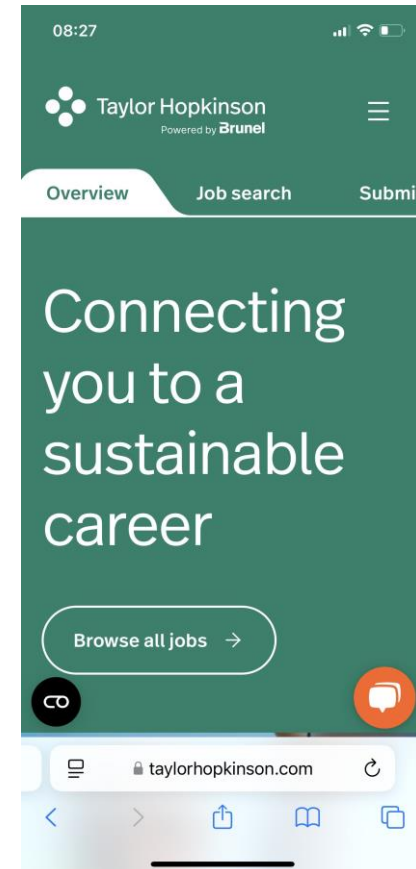
1. To access the template please browse to www.taylorhopkinson.com.
2. Then select the menu options and choose the option "For candidates"



Saving Invoice Template as a PDF

Accessing the Template

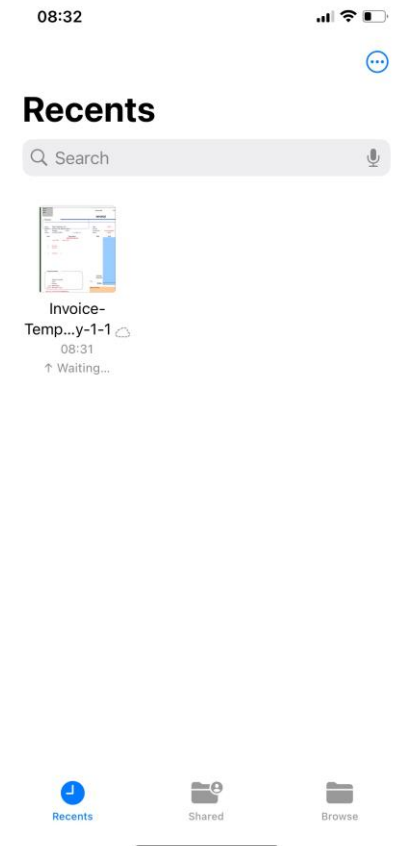
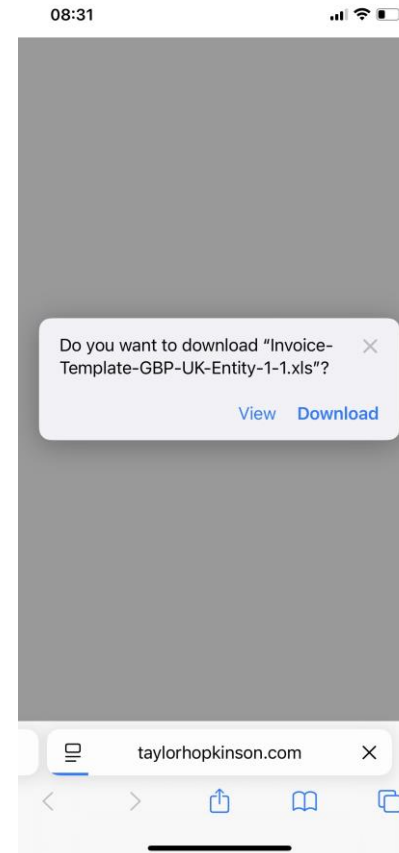
1. Select the option for "Contractor Hub"
2. Scroll down the page to find your relevant template.
3. In this case we will select "Invoice and Expense" template



Saving Invoice Template as a PDF

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.



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)

08:36

Invoice-Template-GBP-UK-Entity-1-1

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

Invoice No. 2345

INVOICE

Customer

Name: Taylor Hopkinson Ltd
Address: 2nd Floor, 58, Waterloo Street
City: Glasgow Postcode: G2 7DA
Phone: +447548 212920 VAT: GB 974 6073 89

Date: /
Ref No: /
Contact No: /
Name: /
PHONE NUMBER

Item	Description	Rate	Total
1	x (log offshore / onshore days)		
1	Expenses		
2	Expenses		
3	Deduction Due		

MONTH-YEAR

Payment Details

☐ Electronic transfer
☐ Cash
☐ Cheque

Bank: Bank Name
Address: Beneficiary Name
Bank A/I ACCOUNT NUMBER/IBAN
S/C: SORT CODE/SWIFT

Subtotal
Expenses
VAT
TOTAL

Office Use Only

Name and address here

fx Enter text or formula here

Invoice Sheet1 +

08:45

Invoice-Template-GBP-UK-Entity-1-1

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

INVOICE

Customer

Name: Taylor Hopkinson Ltd
Address: 2nd Floor, 58, Waterloo Street
City: Glasgow Postcode: G2 7DA
Phone: +447548 212920 VAT: GB 974 6073 89

Date: /
Ref No: /
Contact No: /
Name: /
PHONE NUMBER

Item	Description	Rate	Total
1	x (log offshore / onshore days)		
1	Expenses		
2	Expenses		
3	Deduction Due		

MONTH-YEAR

Payment Details

☐ Electronic transfer
☐ Cash
☐ Cheque

Bank: Bank Name
Address: Beneficiary Name
Bank A/I ACCOUNT NUMBER/IBAN
S/C: SORT CODE/SWIFT

Subtotal
Expenses
VAT
TOTAL

Office Use Only

Name and address here

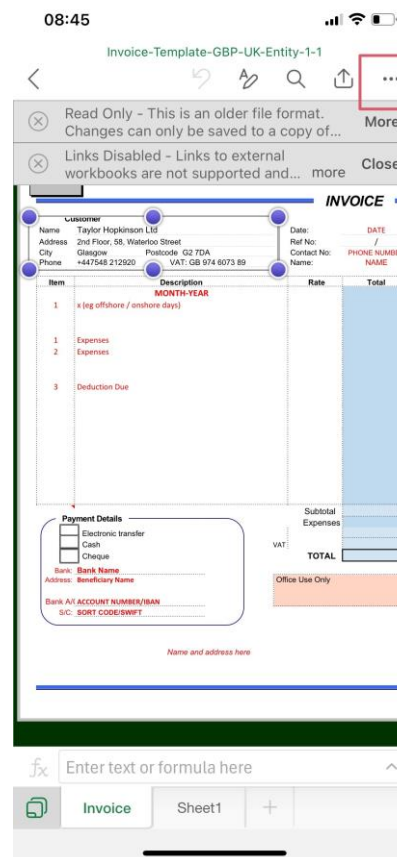
fx Enter text or formula here

Invoice Sheet1 +

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.



08:45

Invoice-Template-GBP-UK-Entity-1-1

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

INVOICE

Customer: Taylor Hopkinson Ltd

Name: Taylor Hopkinson Ltd Date: /

Address: 2nd Floor, 58, Waterloo Street Ref No: /

City: Glasgow Postcode: G2 7DA Contact No: /

Phone: +447568 212920 VAT: GB 974 6073 89 PHONE NUMBER NAME

Item	Description	Rate	Total
1	x (log offshore / onshore days)		
1	Expenses		
2	Expenses		
3	Deduction Due		

Payment Details

☐ Electronic transfer

☐ Cash

☐ Cheque

Bank: Bank Name

Address: Beneficiary Name

Bank A/c ACCOUNT NUMBER/BAN

S/C: SORT CODE/SWIFT

Subtotal

Expenses

VAT

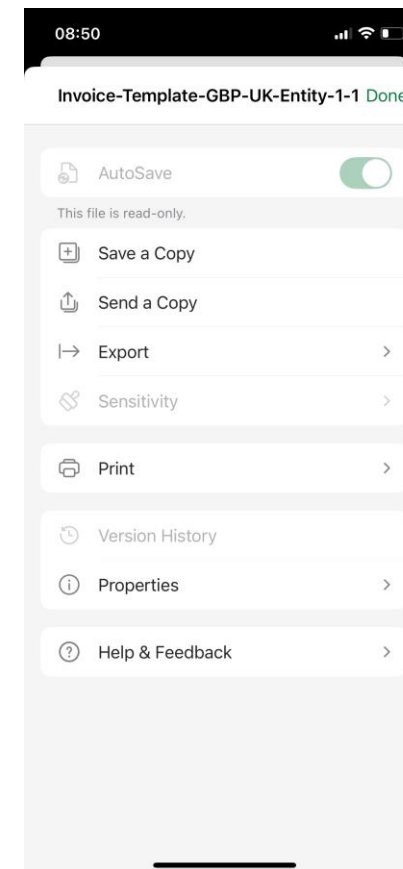
TOTAL

Office Use Only

Name and address here

fx Enter text or formula here

Invoice Sheet1 +



08:50

Invoice-Template-GBP-UK-Entity-1-1 Done

AutoSave ☒

This file is read-only.

Save a Copy

Send a Copy

Export >

Sensitivity >

Print >

Version History

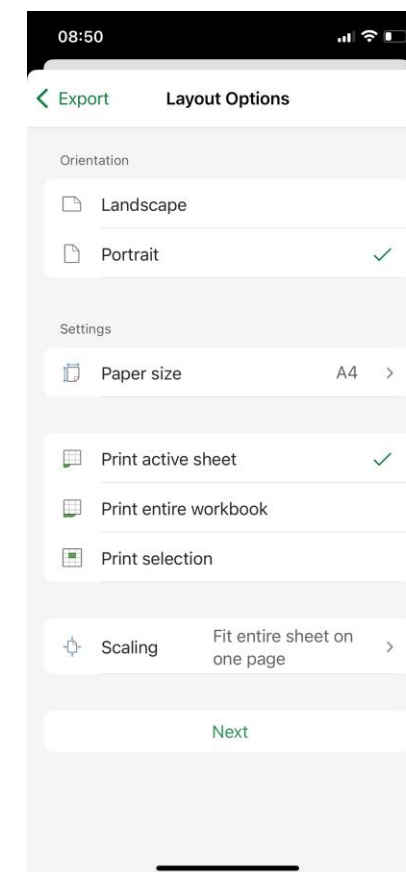
Properties >

Help & Feedback >

Saving Invoice Template as a PDF

Using the Template

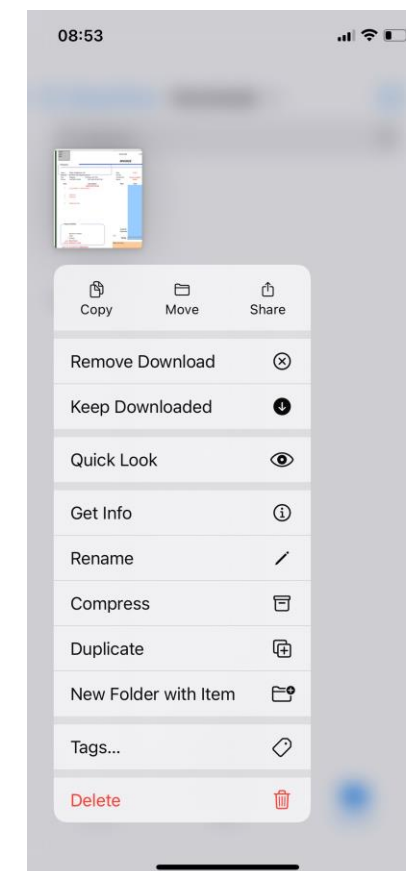
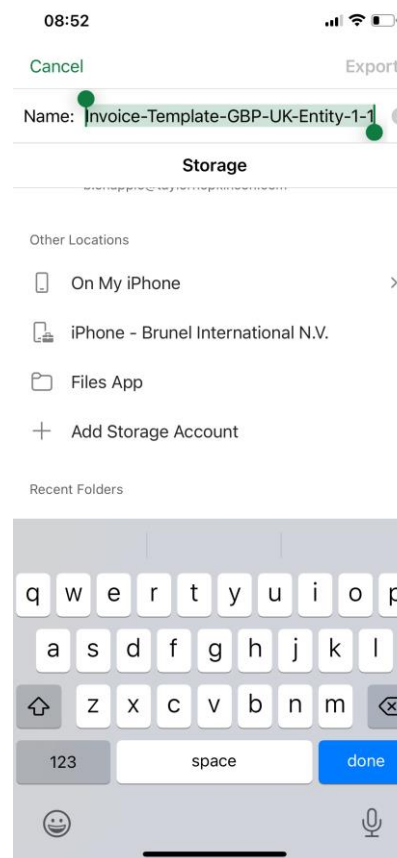
1. Select the option for “PDF (*.pdf)”
2. Choose the options that you want for the file.
3. It is important that you select the correct ‘scaling’ option.
4. It is important that you select “Fit entire sheet on one page”



Saving Invoice Template as a PDF

Using the Template

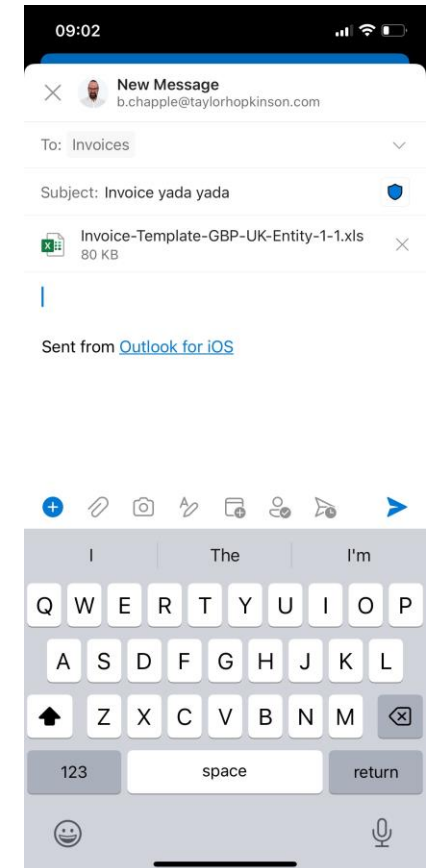
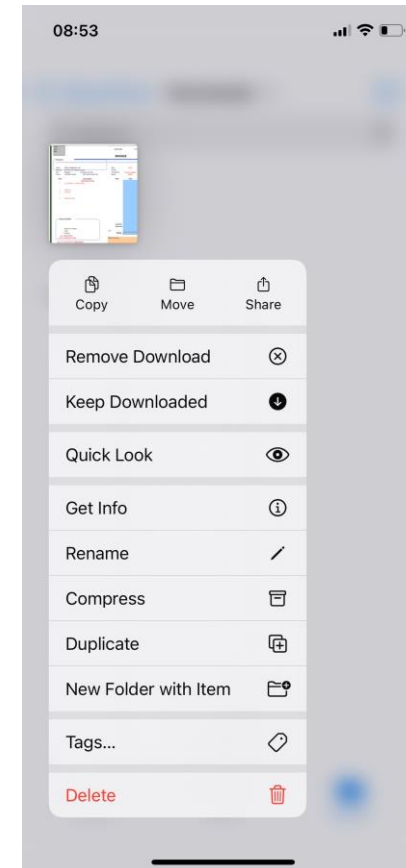
1. Once PDF settings selected, Choose where you want to save the file.
2. Once location chosen, select Export to complete the save.
3. We then want to then share the file and share to your email application.
4. Find the file in your stored place, we have it saved in the Files app.



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



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.

