

Customising the Invoice

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Quick Steps: Go to **Auctions > Options > Edit > Invoice**

Customising the Invoice:

1. Within the Management Console, select **Auctions** from the top menu, then **Options** from the left menu.
2. Click **Edit** at the top of the page.
3. Select the **Invoice** tab.
4. Use the editor to complete any personalised information you would like to include on the invoices, and insert any images or colours that you'd like to use.

Customising the invoice ensures that communications sent to your winning bidders includes your organisation's logo and branding.

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