

Problem :

加上公司中文名及轉顏色為黑色

Business Advisor Service Co.



Unit 1104 Crawford House, 70 Queen's Road Central, Hong Kong
Tel : 852-25032568 Fax : 2503 5568

Invoice 發票

Yeung Yeung
K3B

Invoice No. IN1012
Date日期 22/11/2011
Your Ref#
Our Ref#
Credit Terms Cash
Salesperson
Job Code 編號

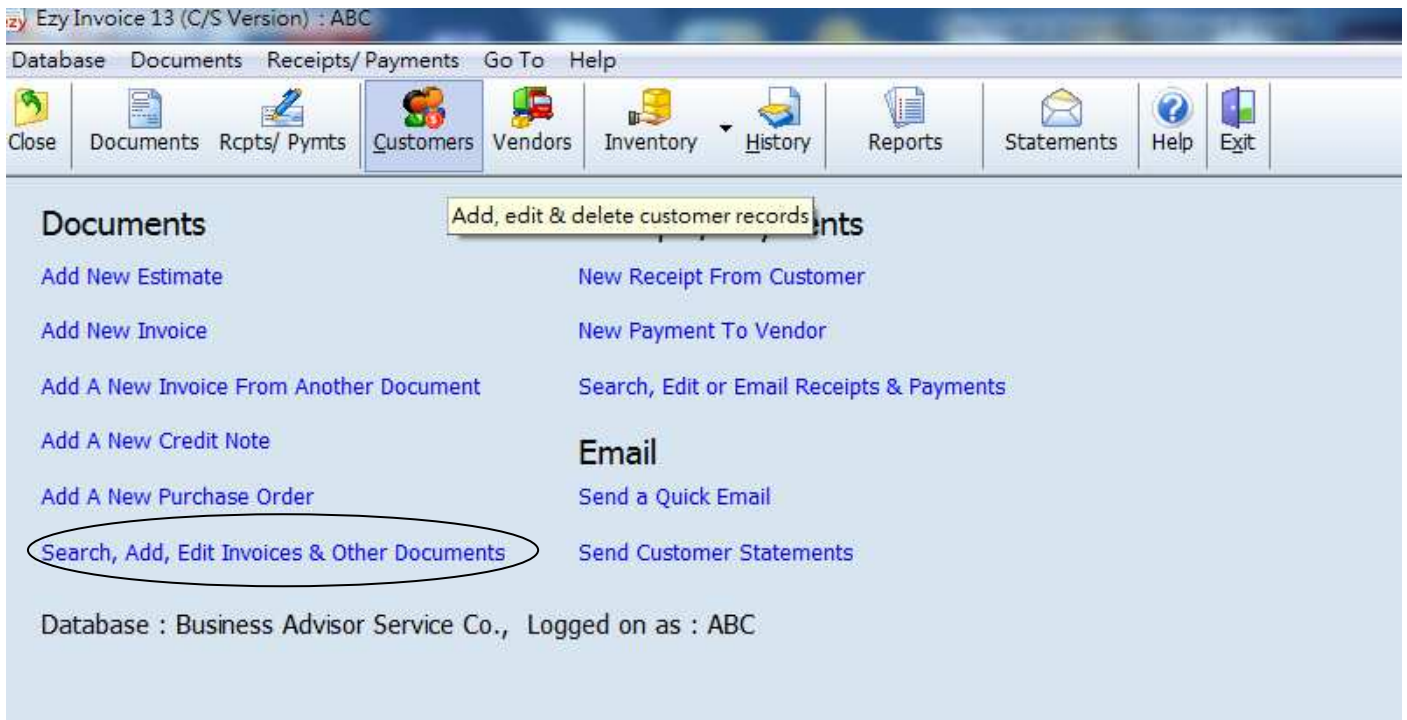
Tel :

SN #	Product ID	Description 貨品說明	Qty 單位	Unit Price	Amount
1	K1-Uniform	Uniform	1 PC	\$300.00	\$300.00

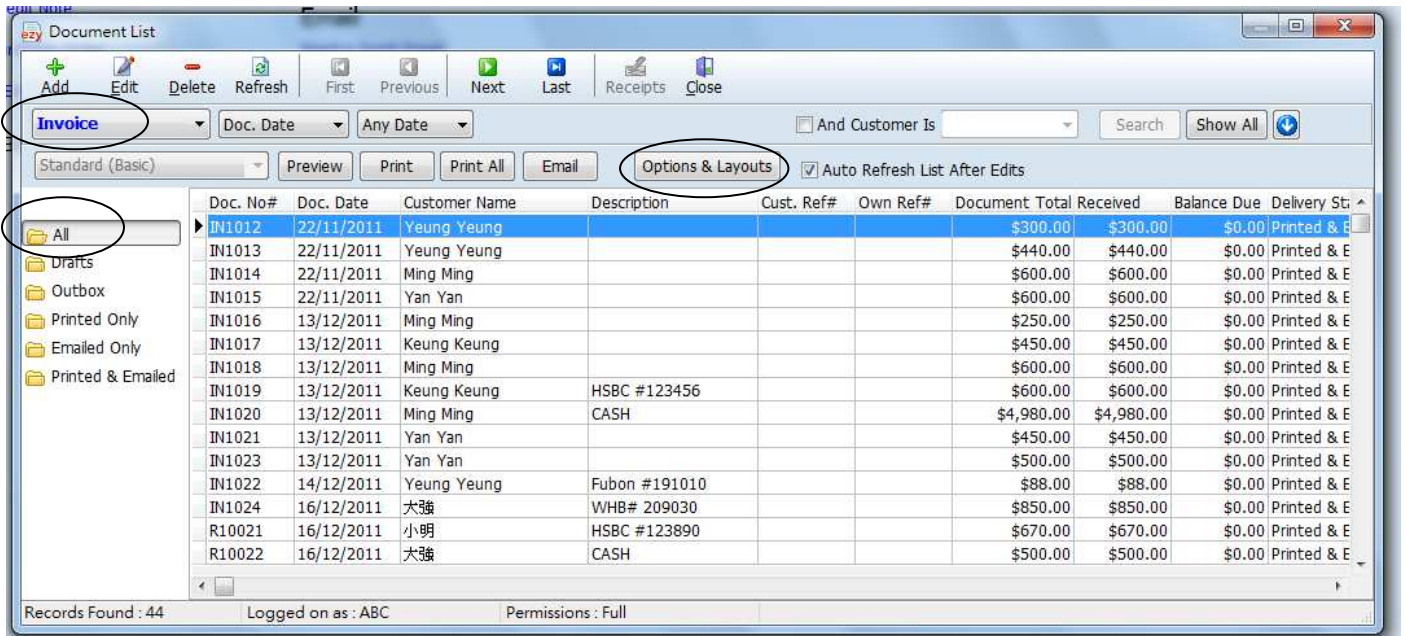
Comments	Total Amount	\$300.00
	Amount Paid	\$300.00
	Balance Due (HKD)	\$0.00

TERMS & CONDITIONS 條款說明
 1. 發票十四天內到帳, 逾期利息2%
 2. Any goods delivered remain the property of "中國招商局" until full payment has been received.
 3. Please make cheque payments payable to : BAS COMPANY

Solution :

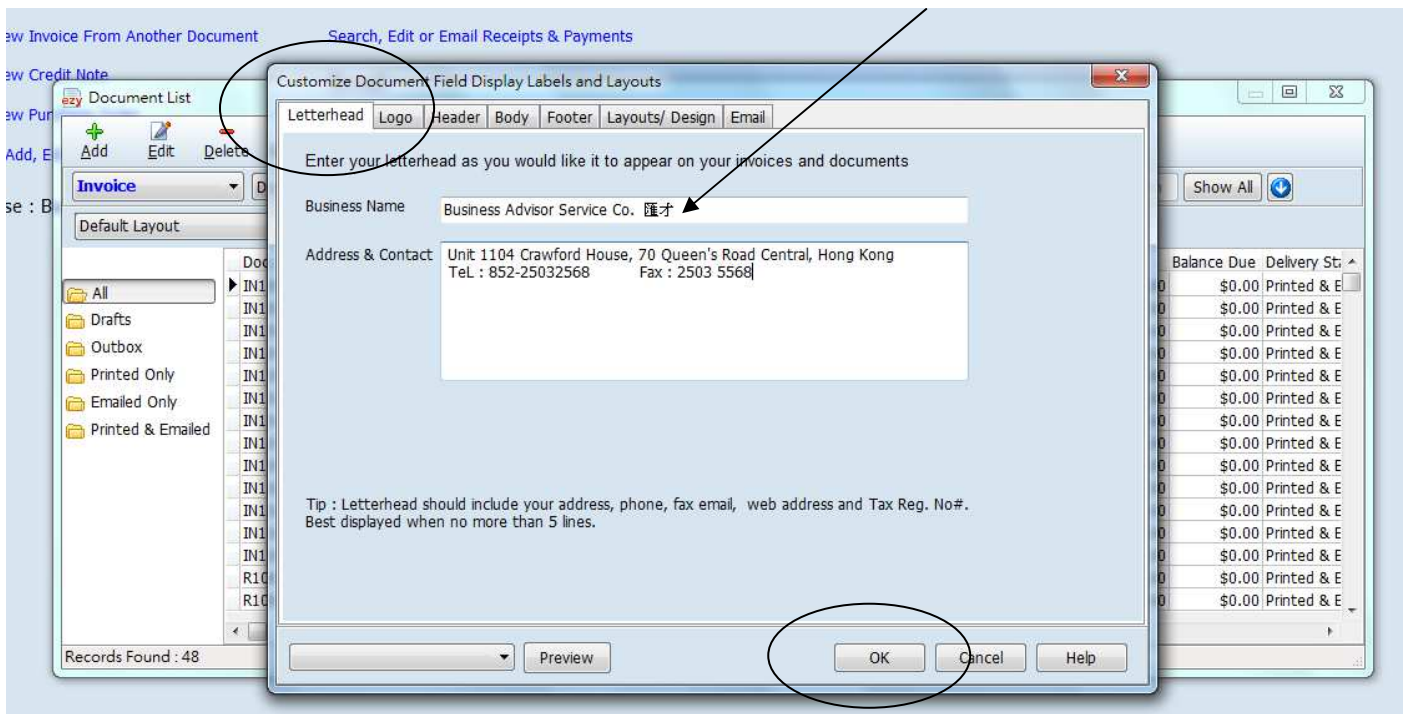


選擇 [Invoice], 按 [All], [Options & Layouts]

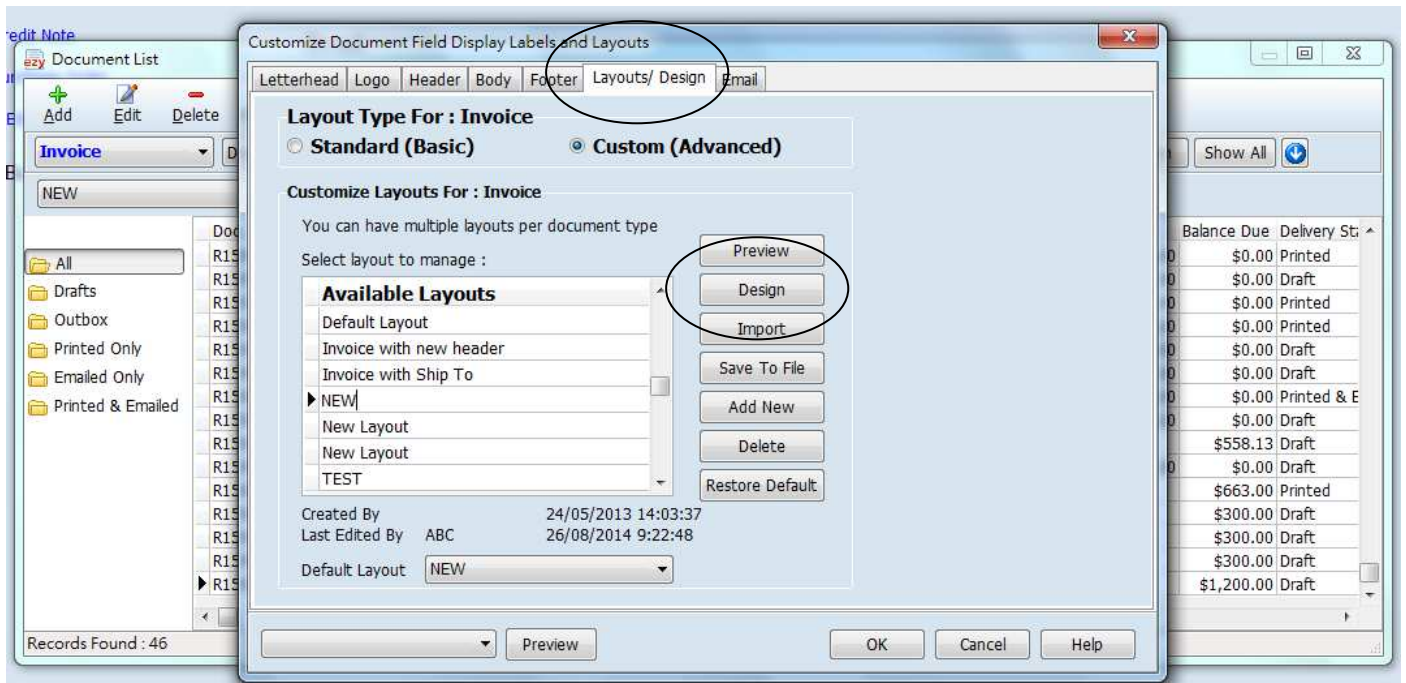


EZY Invoice 13

[Letterhead] 頁, [Business Name] 欄位輸入中文名, 最後按 [OK]

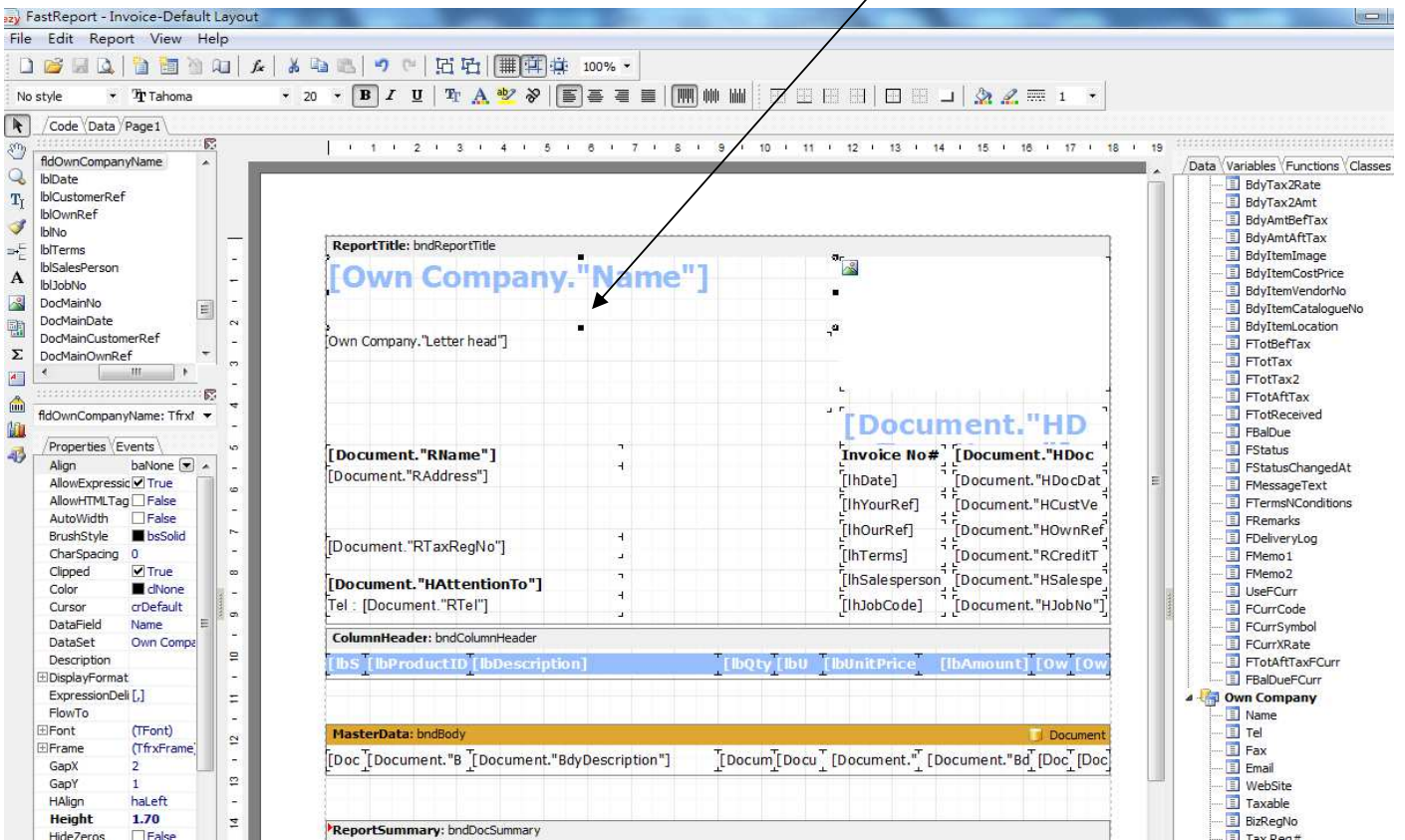


如仍然看不到中文名, 可能位置不夠大, 到 [Layouts/Design] 頁, 選擇要修改的 Layout 按 [Design]

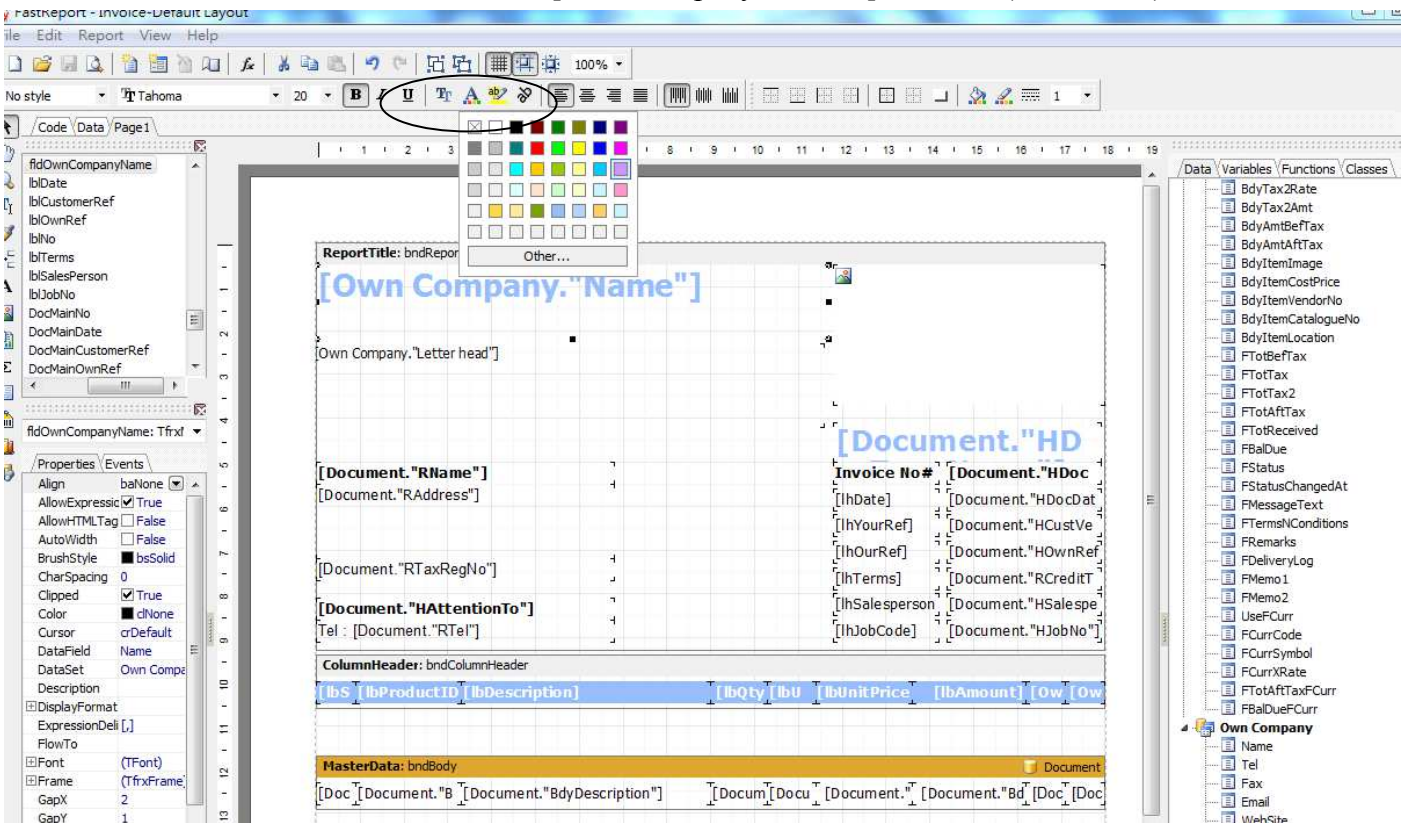


EZY Invoice 13

Mouse 按 [Own Company."Name"] 控制小黑點，向下拉擴潤空間



要把藍色的公司名改為黑色, Mouse 按 [Own Company."Name"], 再按 A (Font Color)選黑色



Result :

Business Advisor Service Co.
匯才



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Invoice

Yeung Yeung
 K3B

Invoice No# IN1012
 Date 22/11/2011
 Your Ref#
 Our Ref#
 Credit Terms Cash
 Salesperson
 Job Code

Tel :

SN #	Product ID	Description	Qty	UM	Unit Price	Amount	Tax	Tax
1	K1-Uniform	Uniform	1	PC	\$300.00	\$300.00	0%	0%
							0%	0%
							0%	0%

Comments

Total Before Tax	\$300.00
Tax	\$0.00
Tax 2	\$0.00
Total Amount	\$300.00
Amount Paid	\$300.00
Balance Due (HKD)	\$0.00

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