

Problem :

要顯示 "Ship To" 在 Delivery Note

**Business Advisor Service Co.**Unit 1104 Crawford House, 70 Queen's Road Central, Hong Kong  
Tel : 852-25032568 Fax : 2503 5568**X & Y HOLDINGS COMPANY LIMITED**Rooms 1120-1122 Wing On Holdings  
Building  
111 Des Voeux Road Central  
Central

Tel : 2121 2323

**Delivery Order**

**DO. No#** DO1001  
**Date** 02/02/2012  
**Your Ref#**  
**Our Ref#**  
**Credit Terms** 30 Days  
**Salesperson** JOE  
**Job No.** JB1000

SN #	Product ID	Description	Qty UM	Unit Price	Amount	Tax	Tax
1	K3-Uniform	Uniform 校服	1200 Sets	\$112.00	\$134,400.00		
2		HJJHJKNM, JN KLJUN, JUMKJUPOJ IHLKNJKHHNKN M,					
3	K2-Books	齡記出版社教科書	60 套	\$235.00	\$14,100.00		
4	F-1000	RICE 斤裝	1 kg	\$15.00	\$15.00		

Comments

**TERMS & CONDITIONS**

1. Unpaid accounts beyond the agreed credit terms may incur interest charges at the prevailing lending rates.

2. Any goods delivered remain the property of "ABC" until full payment has been received.

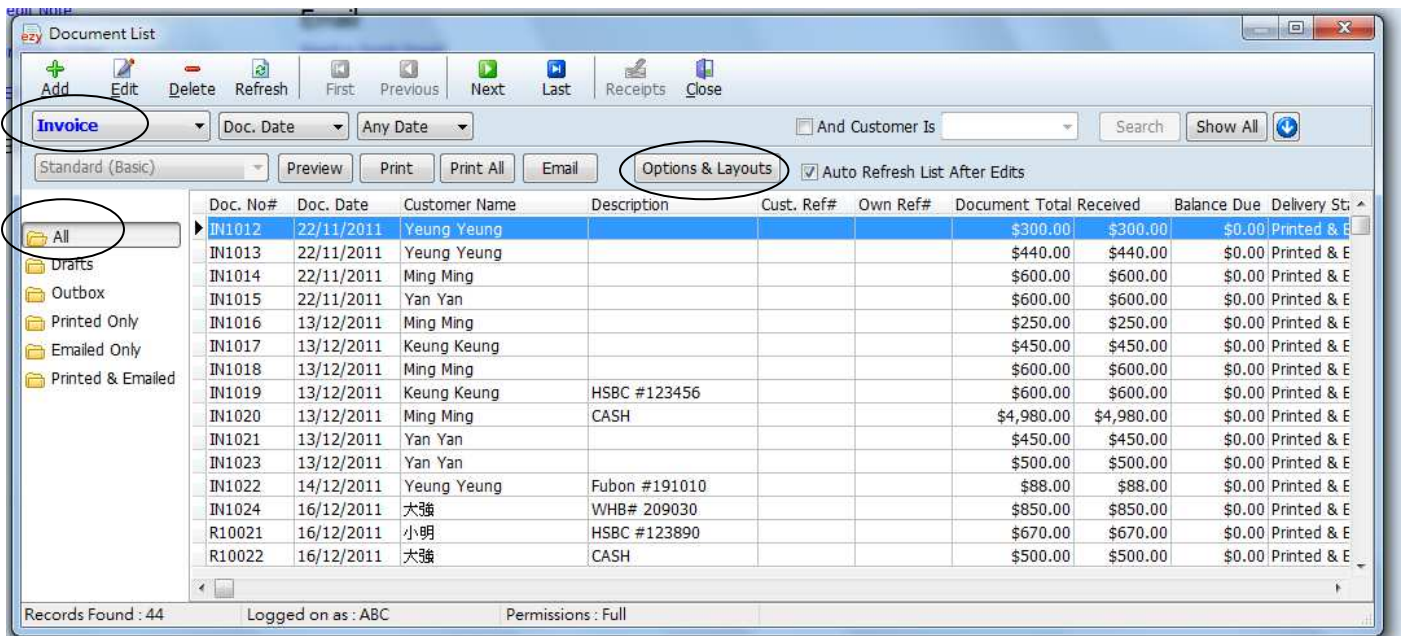
3. Please make cheque payments payable to : ABC .

Delivery Order Issued By

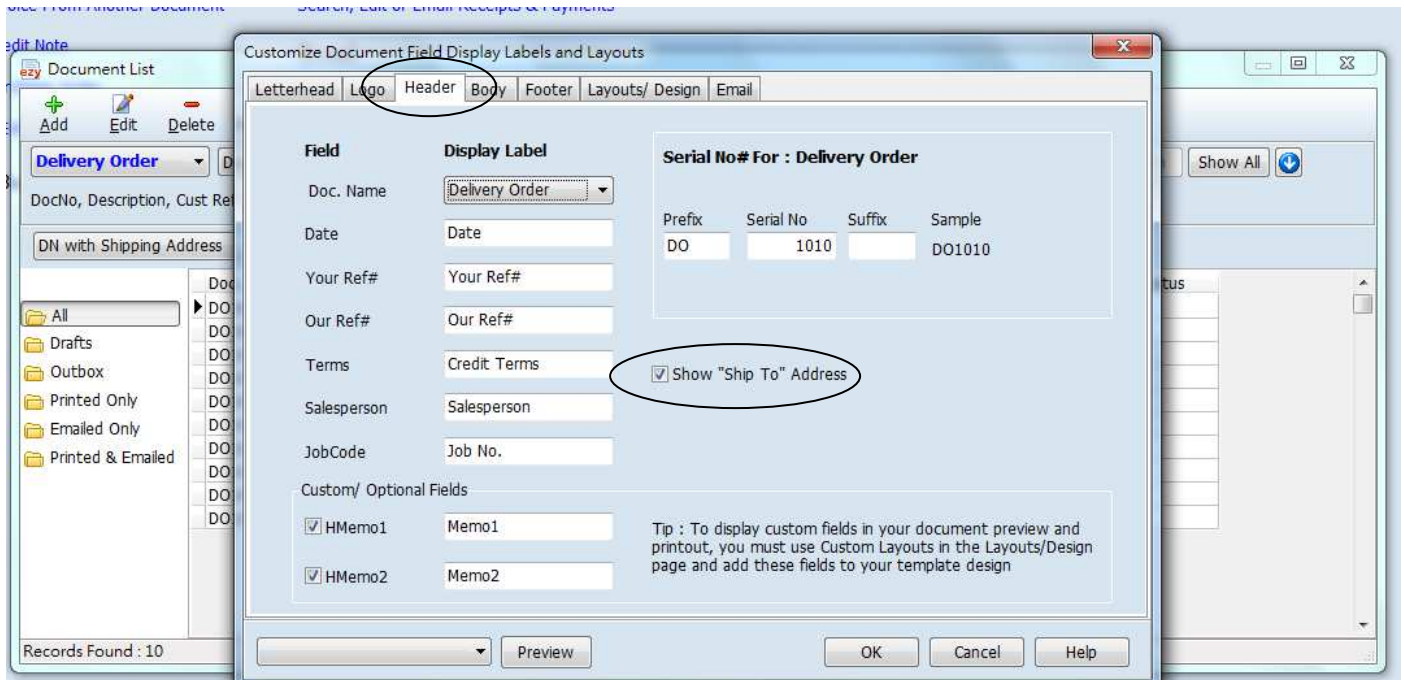
Received in Good Order and Condition

## EZY Invoice 13

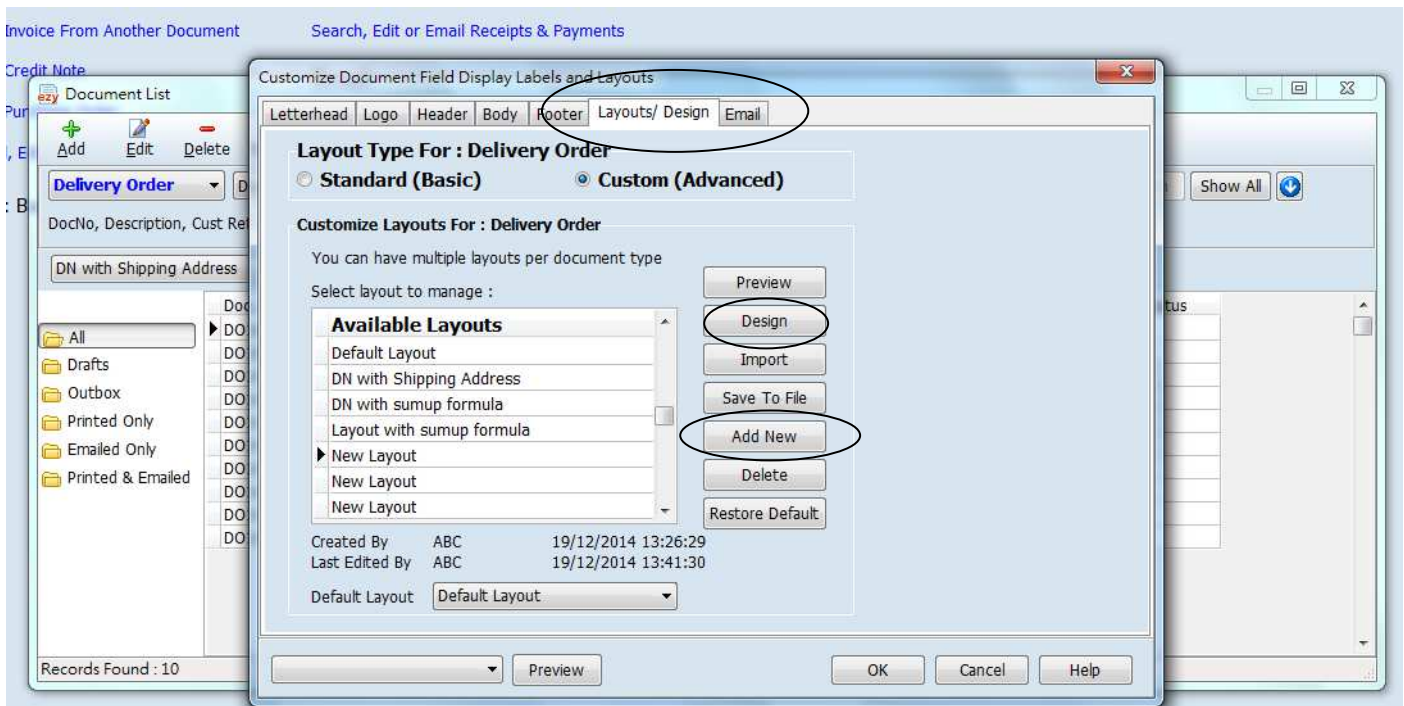
Solution :



## EZY Invoice 13



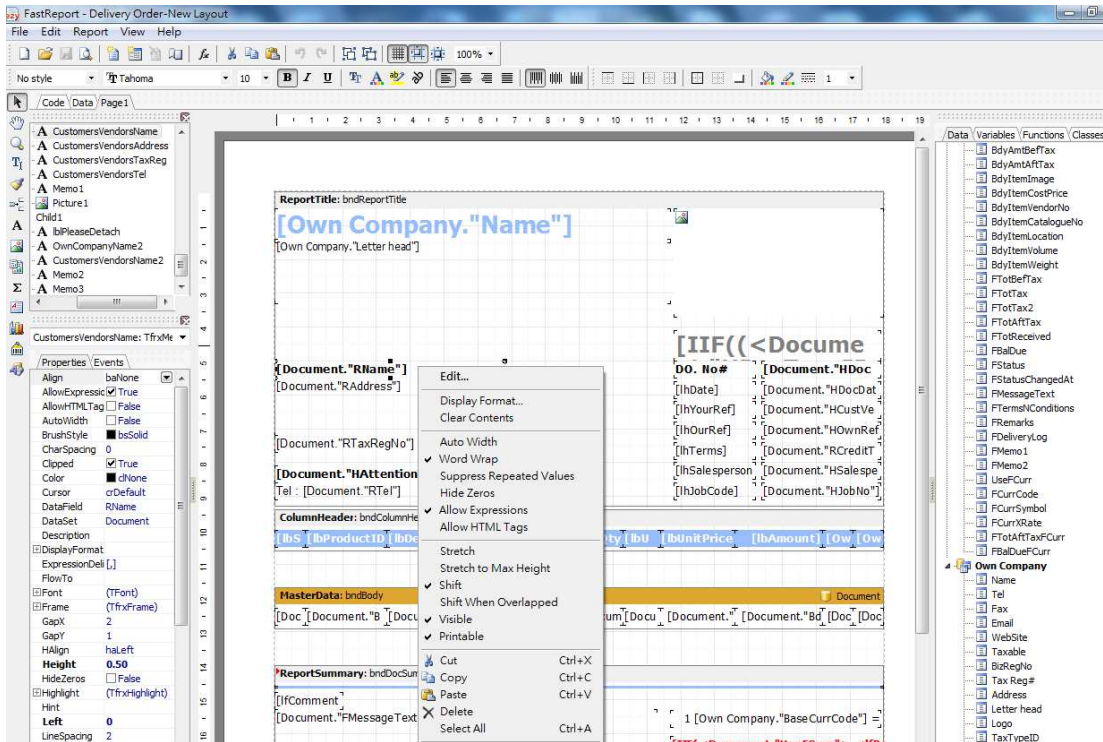
新增一張 New Layout 然後修改內容, 先按 [Add New], 再按 [Design]



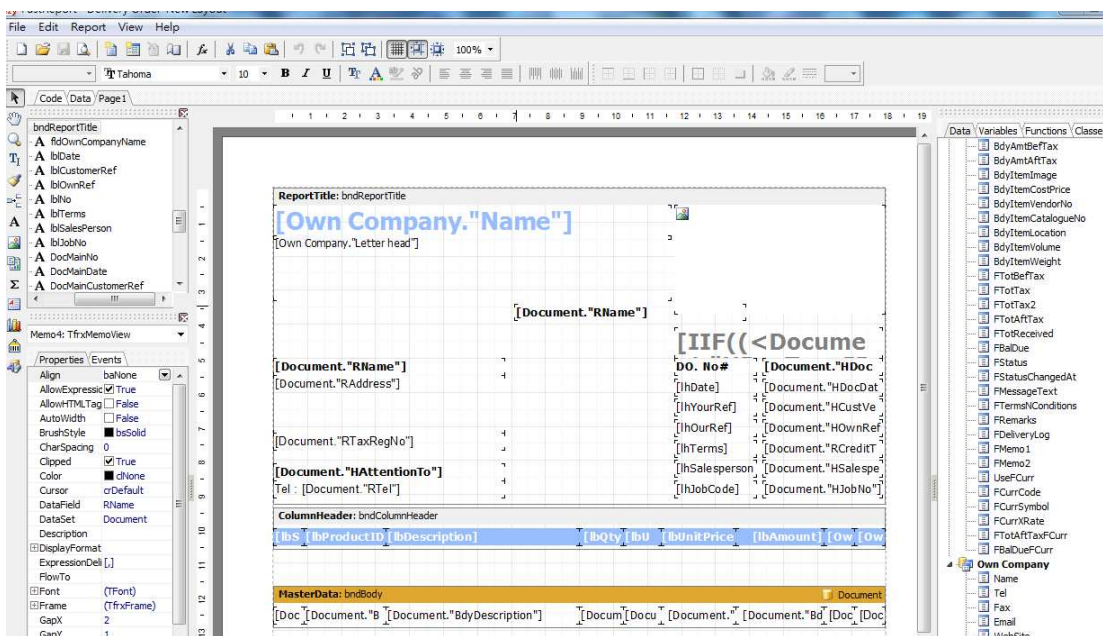


## EZY Invoice 13

滑鼠指向[Document "RName"], 右按選擇 [copy]

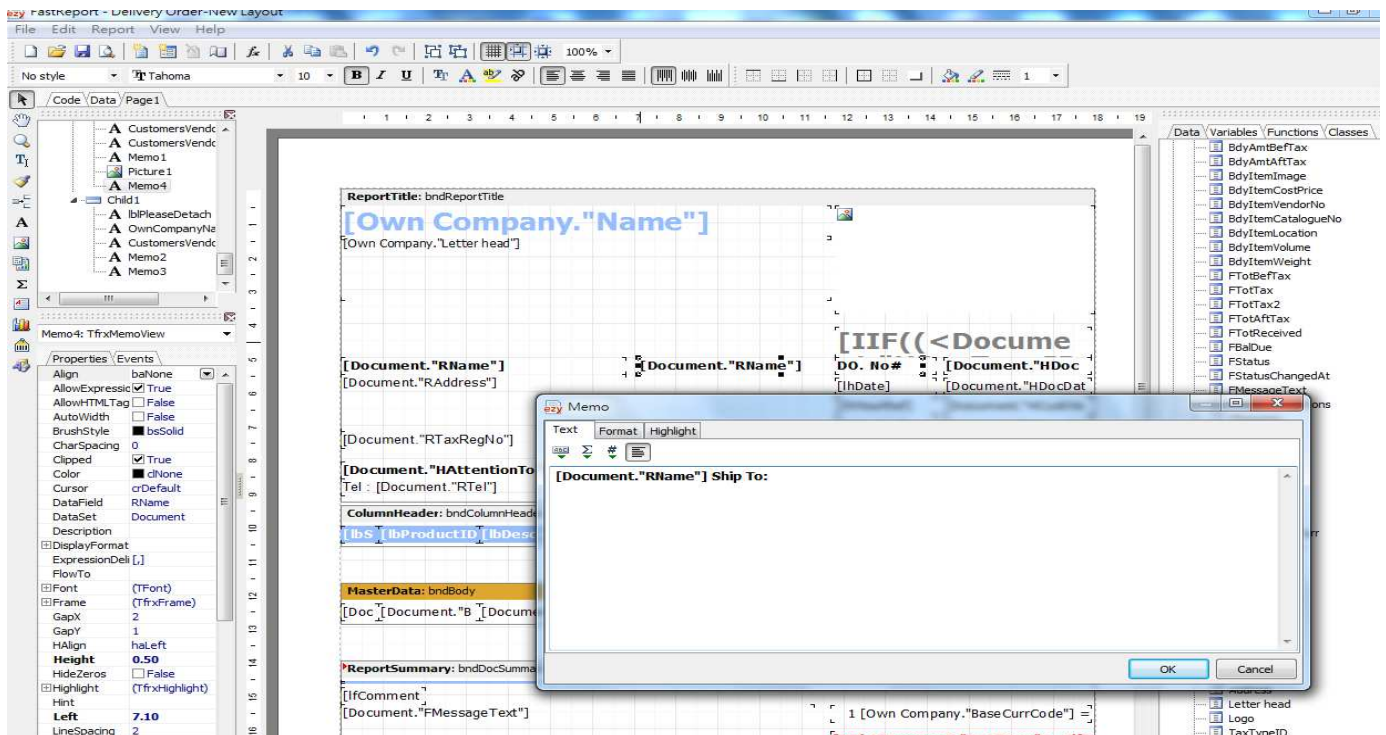


在空白地方按 [paste]

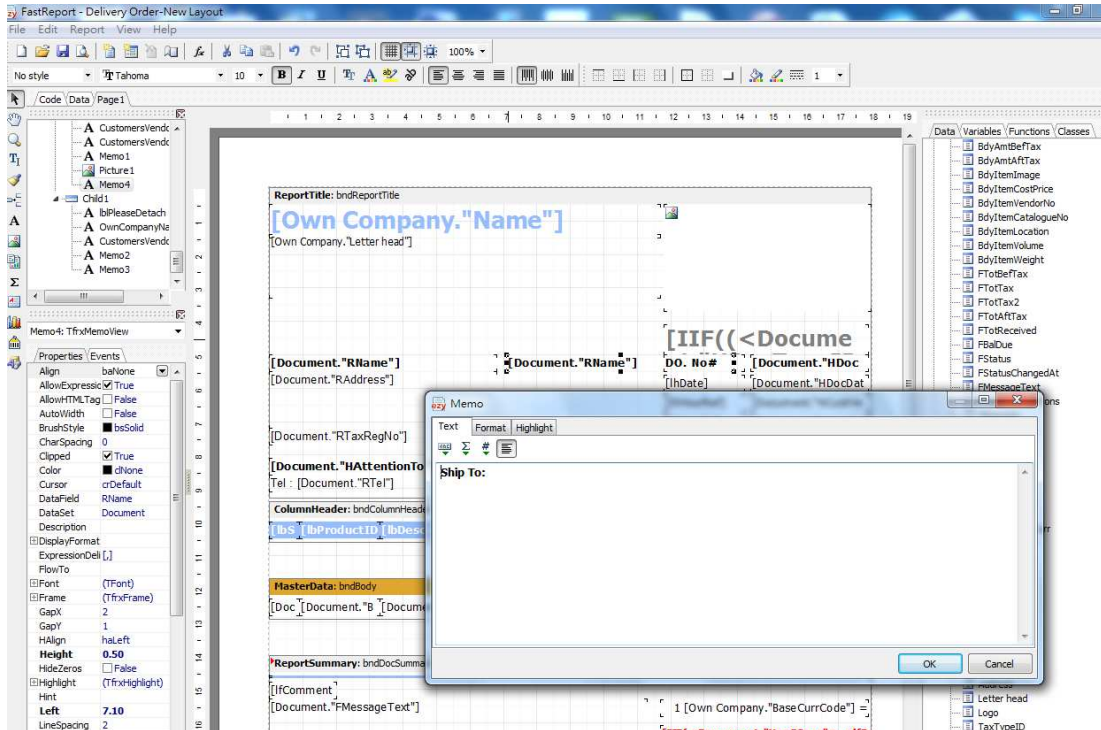


## EZY Invoice 13

Double click [Document."RName"], Memo 對話盒彈出, 刪除[Document."RName"], 輸入 Ship To:



按[OK]





## EZY Invoice 13

從右方 Data Tree 拉[RShipToName] 到空白地方, 跟著拉[RShipToAddress], 拉[RShipToAttnTo]...

先按 preview 看格式, 如果接受, 再按儲存, 完成

Sl#	Product ID	Description	Qty UM	Unit Price	Amount	Tax	Tax
1	K3-Uniform	Uniform 校服	1200 Sets	\$112.00	\$134,400.00		
2	HJJHJKNM, JN KLJUN, JUMKJUPOJ IHLKNJHHNKN M,						
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