

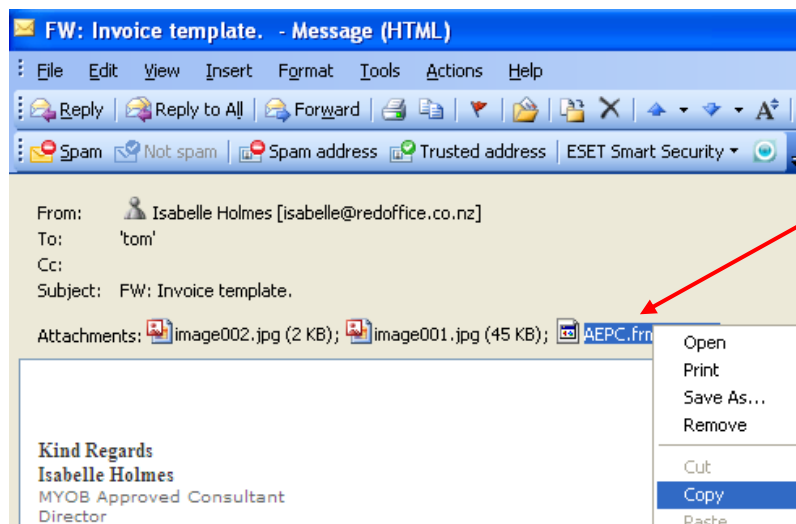
Installing Invoice / Statement / MYOB forms.

To load your emailed templates complete the following. If you would prefer for a Red Office consultant to log on remotely and load the forms for you and check they are printing and emailing correctly please call 0508 733 633. This service is \$75+gst.

Notes: (important – please read before following the procedure)

- ☑ If you have ordered a set of templates you will need to copy and paste each template.
- ☑ If you are running MYOB on a network you will need to copy the templates onto each computer as per the following instructions.
- ☑ We recommend you have Apple Quick Time installed to ensure your invoice emails with out distorting. This is located on your MYOB disk under resources or can be found by doing a google search and looking for the free download.
- ☑ After you have installed the template please run a test to check that it prints and emails correctly. If you require assistance with this please contact Red Office.

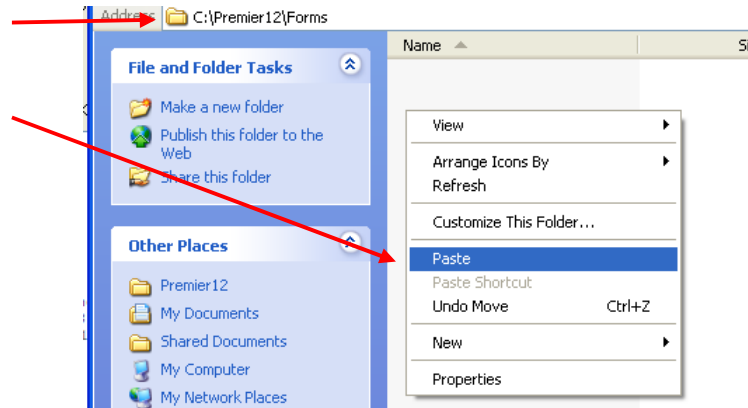
1. Right click on the (***your company name***).frm file attached to your email and select **copy**



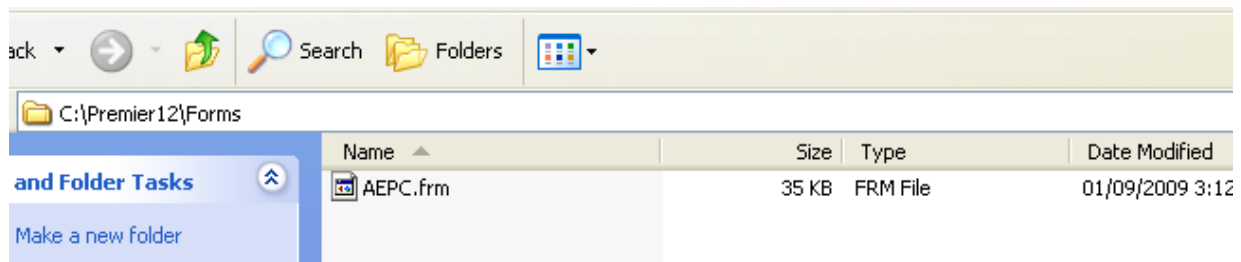
2. Close out of the email and click on the start menu then My Computer. Select C Drive.
3. Click into your MYOB folder, this will be called Accounting18, Premier12 or AccountingPlus18 depending on the program you are running. The version number may also vary.

4. Click into the **Forms Folder**.

5. Right Click and select **Paste**



6. The template should now be copied into your folder.



7. When you have loaded all the templates please run a test for each template. Try emailing to your self and printing each one. Please note for emailed invoices to show the company logo Apple Quicktime must be loaded on each computer emailing invoices. Details in notes section above.

Templates available:

- Invoice: Service / Item / Timebilling / Professional formats
- Statements: Invoice / Activity formats *
- Purchase Orders: Service / Item / Professional formats
- Packing Slips: Service / Item / Professional formats
- Remittance Advice: To confirm to suppliers what you have paid
- Receipts: To confirm to customers their receipted payments.

* Statements: Please note an Invoice format shows any invoices that are outstanding regardless of what period they were raised. The Activity statement will show any activity for the reported period only.

If you would like to order further templates our pricing is as follows:

- 1 template \$149 +gst
- 2 templates \$199 +gst
- 3 templates \$229 +gst
- 4 templates \$249 +gst