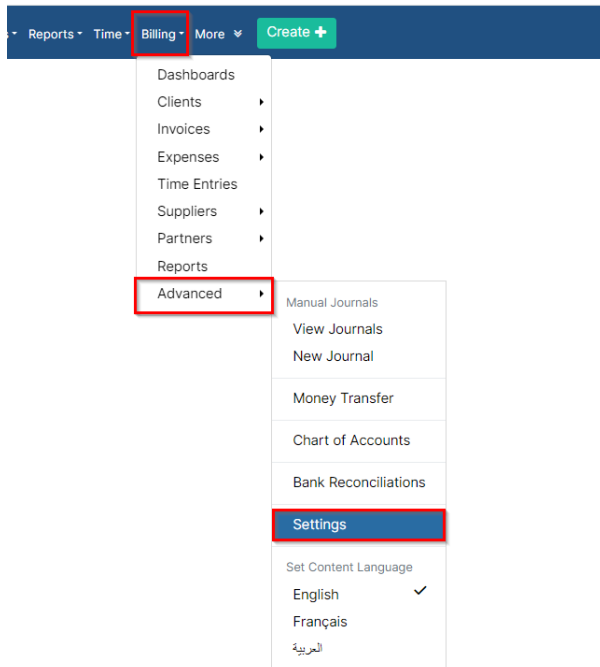# How to Clone Invoice Templates
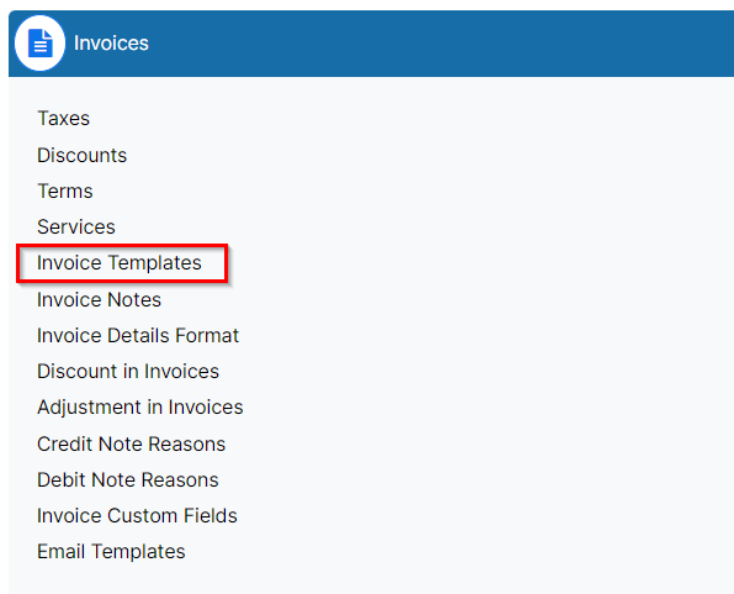
Objectives:

- Copy Invoice Templates

Steps:

Users have the capability to duplicate invoice templates, facilitating the effortless replication of templates from one entity to another.

To do so, navigate to **Billing Advanced Settings Invoice Templates**

From the Invoices Section choose **Invoice Templates**

From the invoice template page select the template you need to copy and click **Clone.**

Afterward, rename the copied template and specify the entity to which you intend to copy it.

Clone Invoice Template

Name*	Copy of -Confident Cases template
Entity*	KSA Entity

Save   Cancel

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!