

# How to Clone Invoice Templates

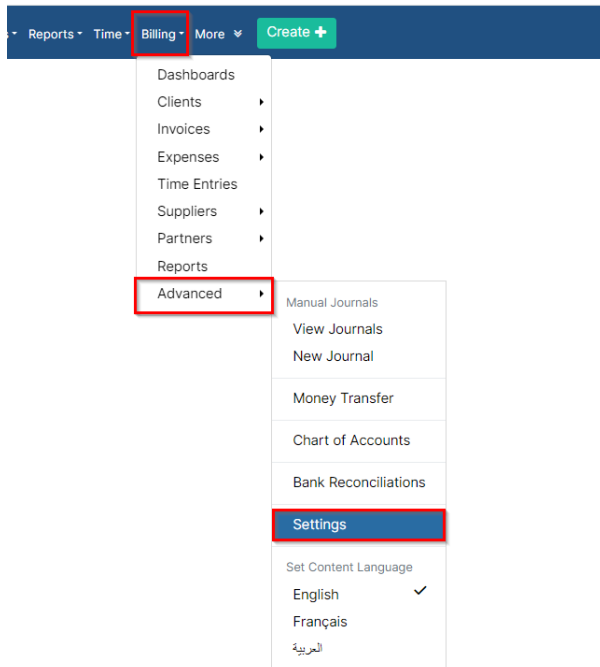
## Objectives:

- Copy Invoice Templates

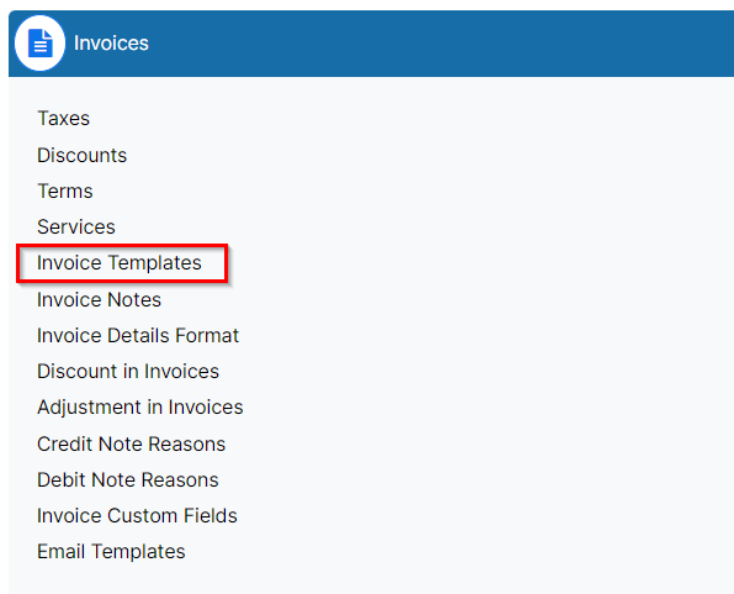
## Steps:

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**.

Dashboards

Clients

Invoices

Expenses

Time Entries

Suppliers

Partners

Reports

Advanced

App4Legal-USD - USD

Settings / Invoice Templates / Add New Template

List of Templates Per Entity

Template Name	Entity Name	Default	Actions
Confident Cases template	confident case UK	<input type="checkbox"/>	<div><div>Customize</div><div>Clone</div><div>Rename</div><div>Delete</div></div>
My entity template	My Entity-E-invoice	<input type="checkbox"/>	<div><div>Customize</div><div>Clone</div><div>Rename</div><div>Delete</div></div>
Template	My Entity	<input type="checkbox"/>	<div><div>Customize</div><div>Clone</div><div>Rename</div><div>Delete</div></div>
template	My Instance-E-invoice	<input type="checkbox"/>	<div><div>Customize</div><div>Clone</div><div>Rename</div><div>Delete</div></div>
app4legal template	App4Legal-USD	<input checked="" type="checkbox"/>	<div><div>Customize</div><div>Clone</div><div>Rename</div><div>Delete</div></div>
app4legal template	London office	<input type="checkbox"/>	<div><div>Customize</div><div>Clone</div><div>Rename</div><div>Delete</div></div>
Proforma Template	app4legal	<input type="checkbox"/>	<div><div>Customize</div><div>Clone</div><div>Rename</div><div>Delete</div></div>
ZATCA	My Instance-E-invoice	<input type="checkbox"/>	<div><div>Customize</div><div>Clone</div><div>Rename</div><div>Delete</div></div>
Zatca template	app4legal	<input type="checkbox"/>	<div><div>Customize</div><div>Clone</div><div>Rename</div><div>Delete</div></div>
template example	App4Legal-USD	<input type="checkbox"/>	<div><div>Customize</div><div>Clone</div><div>Rename</div><div>Delete</div></div>

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

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Thank you!