

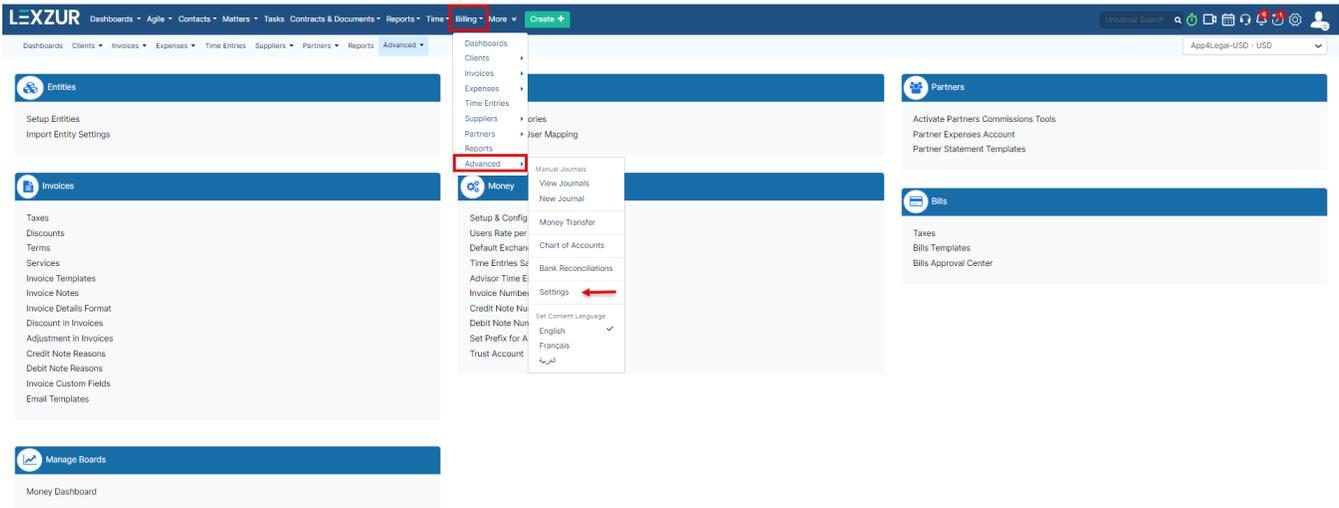
# How to Change the Company Logo of the Invoice

## Objectives

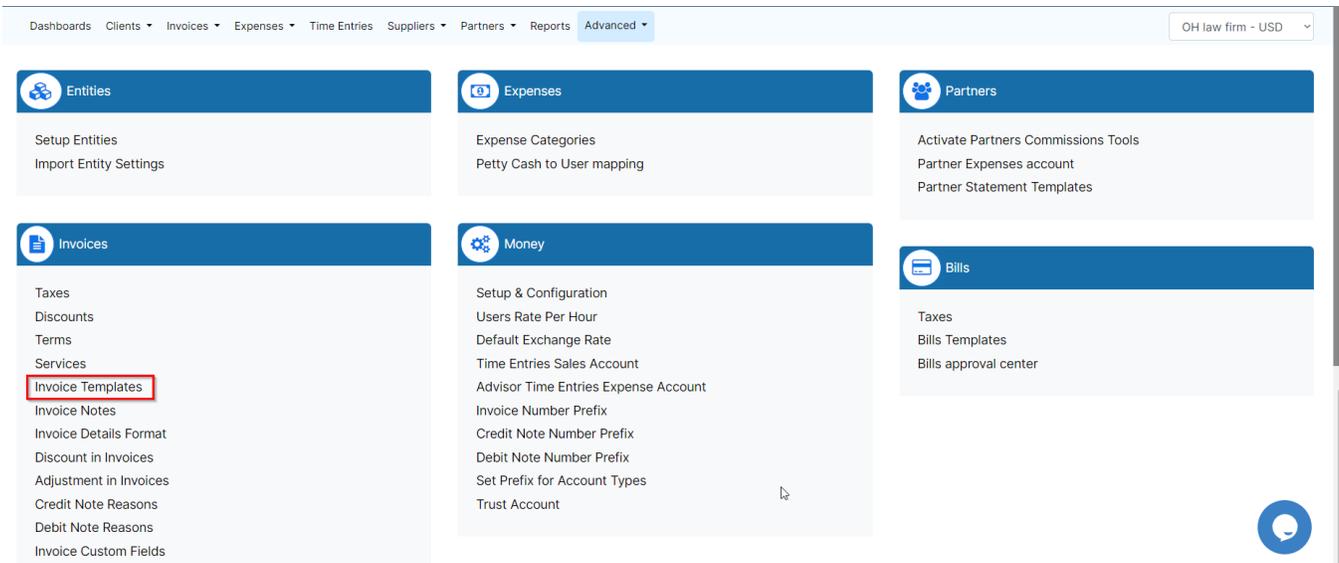
- Change the company logo on the invoice

## Steps

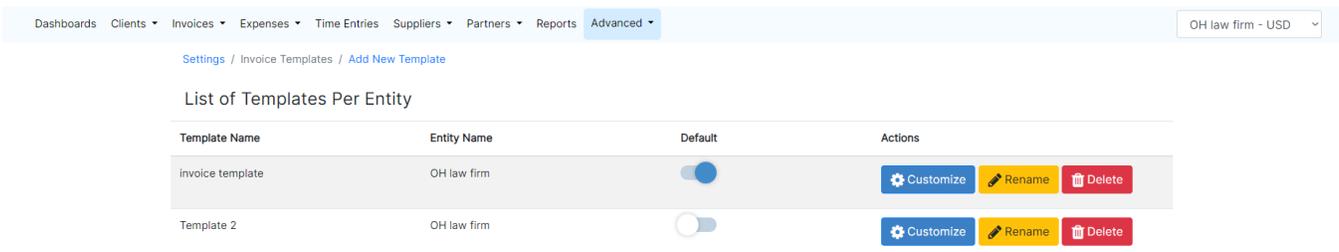
In LEXZUR, you can change the company logo on the invoice. You can do this from the **Billing Advanced Settings**.



From the **Settings** page, click on **Invoice Templates** under the **Invoices** section. This will direct you to the **List of Templates** page.



From the **List of Templates** page, you can rename, customize or delete an existing template.



To change the company logo, click on the customize button next to each template.

From the **Header** of this page, you have the option to upload a new logo from the **Upload Logo** button, and to change the logo's position between left, right, and center.

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Settings / Invoice Templates / invoice template

**Properties**

- H Header**
- Body
- Footer

**Logo**

- Show Logo
- Left  Center  Right
- Full Header Image layout
- Modify Image Size  
The image will be scaled to a maximum of 350 x 250 pixels
- Upload Logo** (highlighted with a red arrow)
- Max File size accepted is 1MB

**Firm's Description**

**INVOICE**

**COMPANY NAME**  
Company Slogan

**Matter ID:** M0001  
**Bill To:** INFO - SAL  
Attention to: Mr. James  
London, United Kingdom  
Matter Name: Child Adoption

**Invoice Ref:** REF-201  
**Status:** Open  
**Date:** 2023-09-26  
**Due On:** 2023-09-26

For more information about LEXZUR, kindly reach out to us at [help@lexzur.com](mailto:help@lexzur.com). Thank you!