

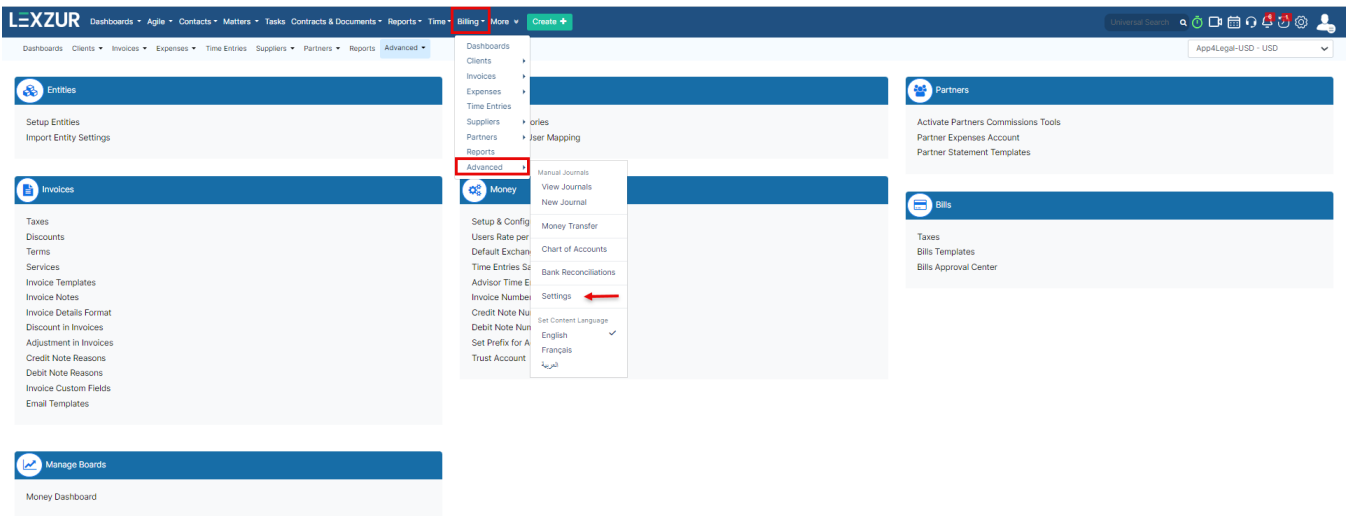
How to Change the Company Logo of the Invoice

Objectives

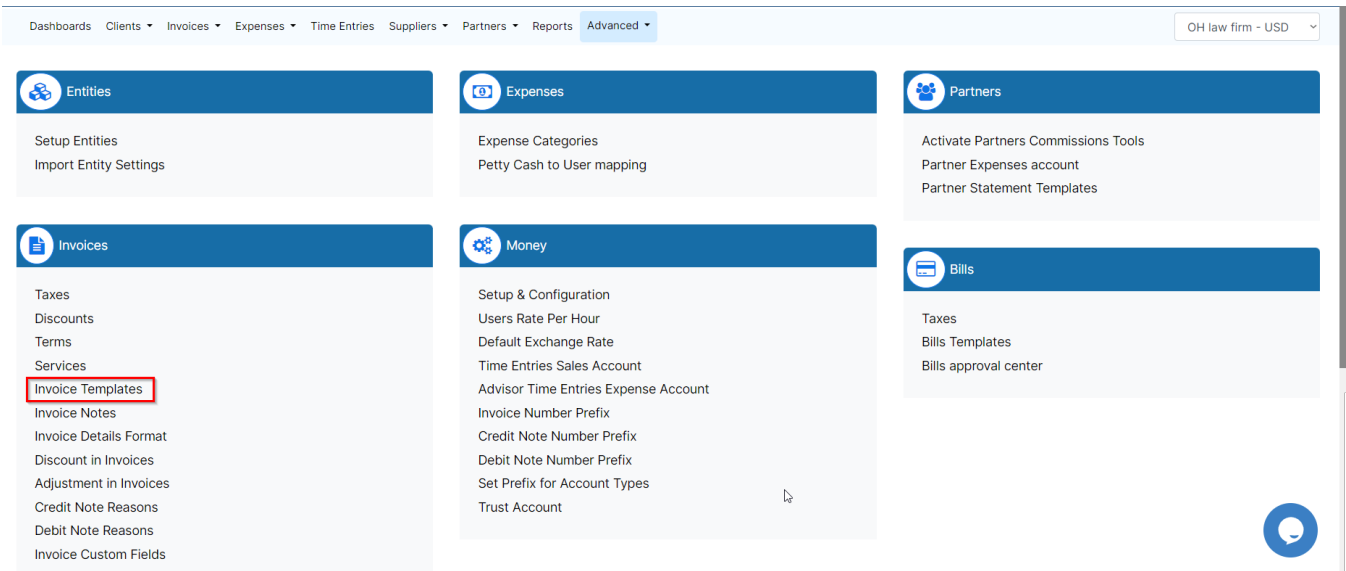
- Change the company logo on the invoice

Steps

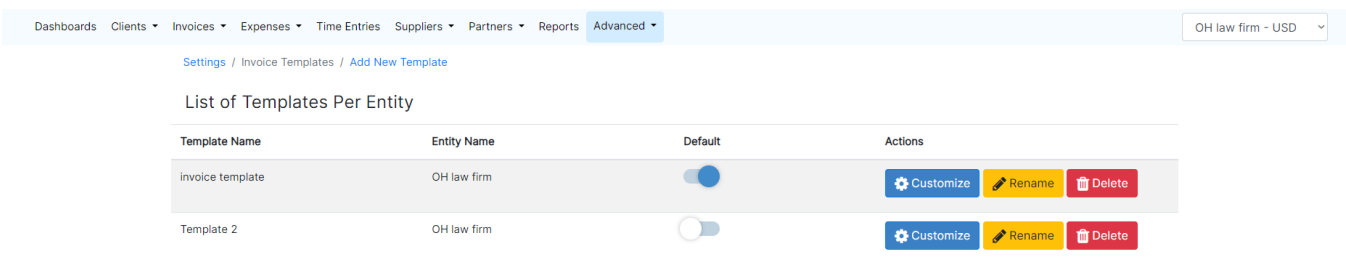
In LEXZUR, you can change the company logo on the invoice. You can do this from the **Billing Advanced Settings**.



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.

Dashboards

Clients

Invoices

Expenses

Time Entries

Suppliers

Partners

Reports

Advanced

OH law firm - USD

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

Max File size accepted is 1MB

Firm's Description

COMPANY NAME

Company Slogan

INVOICE

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. Thank you!