

Invoice Templates Bundle - installation instructions:

1. Download invoice_templates.zip file from HostBill clientarea
2. Select invoice template you wish to use:
Each invoice template is separate folder inside zip file
Each invoice template folder have preview image included
3. Upload contents of your invoice template folder you've selected into /templates/[YOUR-HB-THEME]/ directory

[YOUR-HB-THEME] is folder of your active invoice template, ie. **Nextgen-clean**

You can check your active invoice template name in Settings->General Settings

General Settings	Ordering	Support	Billing	Mail	Currency & Tax Settings	Other
Maintenance Mode <input type="checkbox"/> Disable Client area and show maintenance information						
Your Company Name		<input type="text" value="Your Business Name"/>				
Client Area template		<input type="text" value="nextgen_clean"/>				Click here to preview
Default client language		<input type="text" value="English"/>				Language settings
Default client country		<input type="text" value="United States"/>				
Time Zone		<input type="text" value="(GMT-08:00) Pacific Time (US & Canada) Tijuana"/>				
Date format		<input type="text" value="DD/MM/YYYY (07/01/2014)"/>				
<input type="button" value="Save Changes"/>						

4. Go to Settings->Billing->Invoice Customization, click on Customize next to Default invoice theme

The screenshot shows the HostBill settings interface. At the top is a navigation bar with links: Home, Clients, Support, Payments, Orders & Accounts, Settings, and Extras. Below this is a tabbed interface with tabs: General Settings, Ordering, Support, Billing, Mail, Currency & Tax Settings, and Other. The 'Billing' tab is active, and within it, the 'Invoice customization' sub-tab is selected. The main content area is divided into sections: 'Invoice logo' with radio buttons for 'Use company name as logo' (selected) and 'Upload logo image'; 'Invoice template' with a list of templates: 'Default' (with 'Preview' and 'Customize' links, where 'Customize' is highlighted with a red box), 'EU Invoicing' (with 'Preview' and 'Customize' links), and two 'EU Invoicing-custom' templates (each with 'Preview', 'Edit', and 'Delete' links); 'Credit note template' with 'Default' (with 'Preview' and 'Customize' links) and 'Default-custom' (with 'Preview', 'Edit', and 'Delete' links); 'Use 2nd currency:' with a checkbox and a dropdown menu showing 'PLN'; and 'Use 2nd language:' with a checkbox and a dropdown menu showing 'english'. A 'Save Changes' button is located at the bottom right of the settings area.

Powered by [HostBill](#)

5. In new window (invoice template edit), click on [HTML] button, in popup window paste contents of wysiwyg.html file from your selected invoice folder

The screenshot shows the HostBill invoice template edit interface. It features the same navigation bar and tabs as the previous screenshot. The 'Billing' tab is active, and the 'Invoice customization' sub-tab is selected. The 'Template name:' field displays 'Default-custom'. Below this is a rich text editor toolbar with various formatting options (bold, italic, underline, bulleted list, numbered list, link, unlink, font family, font size, background color, text color) and a 'HTML' button, which is highlighted with a red box.