Printing invoices

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On the Customer menu, there are two choices regarding printing invoices:

Print special invoice

A special invoice is the same as a regular invoice, except that you can set different text to appear at the bottom of the invoice. One common use is to print invoices with areas for signing for the receipt of narcotic goods.
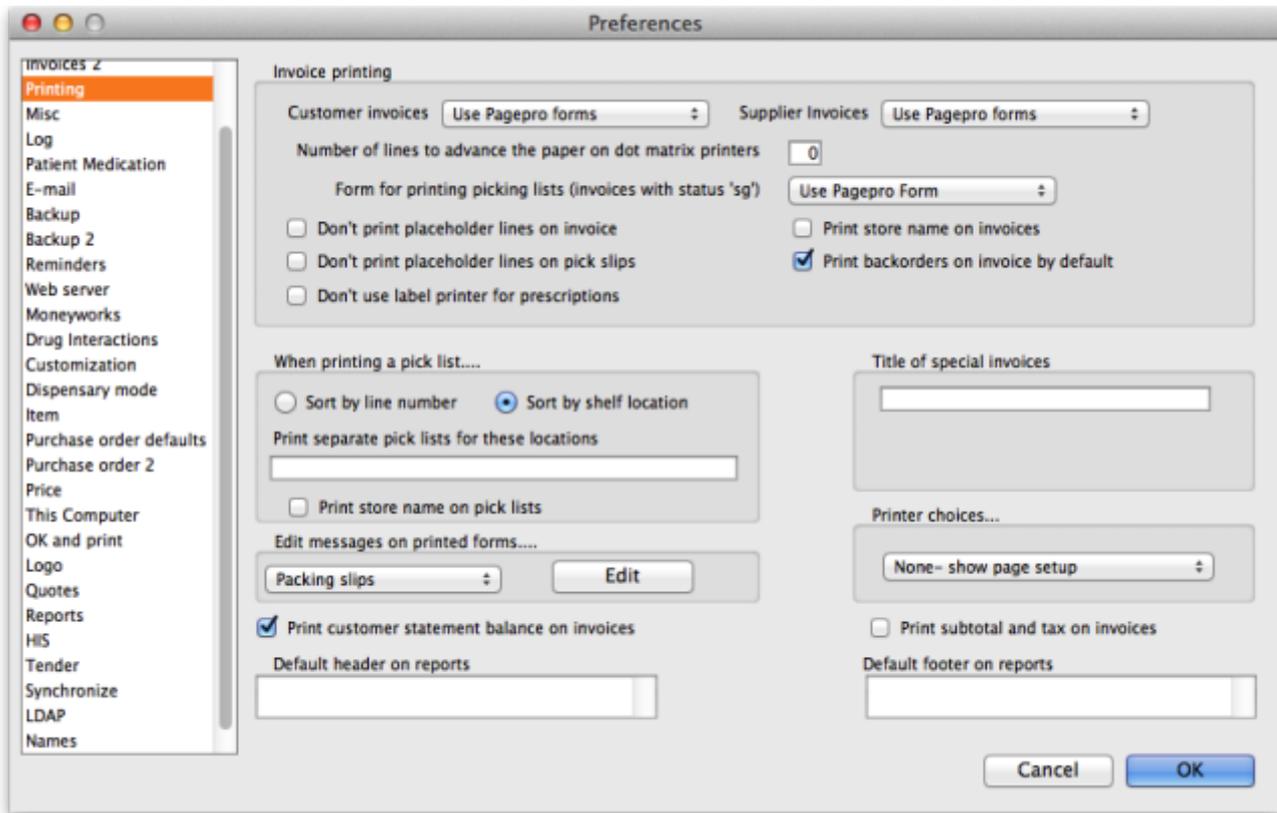
You can set the text that appears at the bottom of a special invoice from the "printing" tab of the Preferences window.

Print invoice series.

Allows printing of a range of invoice numbers. You will be asked for the first and last numbers to print.

Invoice printing preferences

Preferences related to the printing of invoices appear in this window, allowing users to customise the printing of invoices.