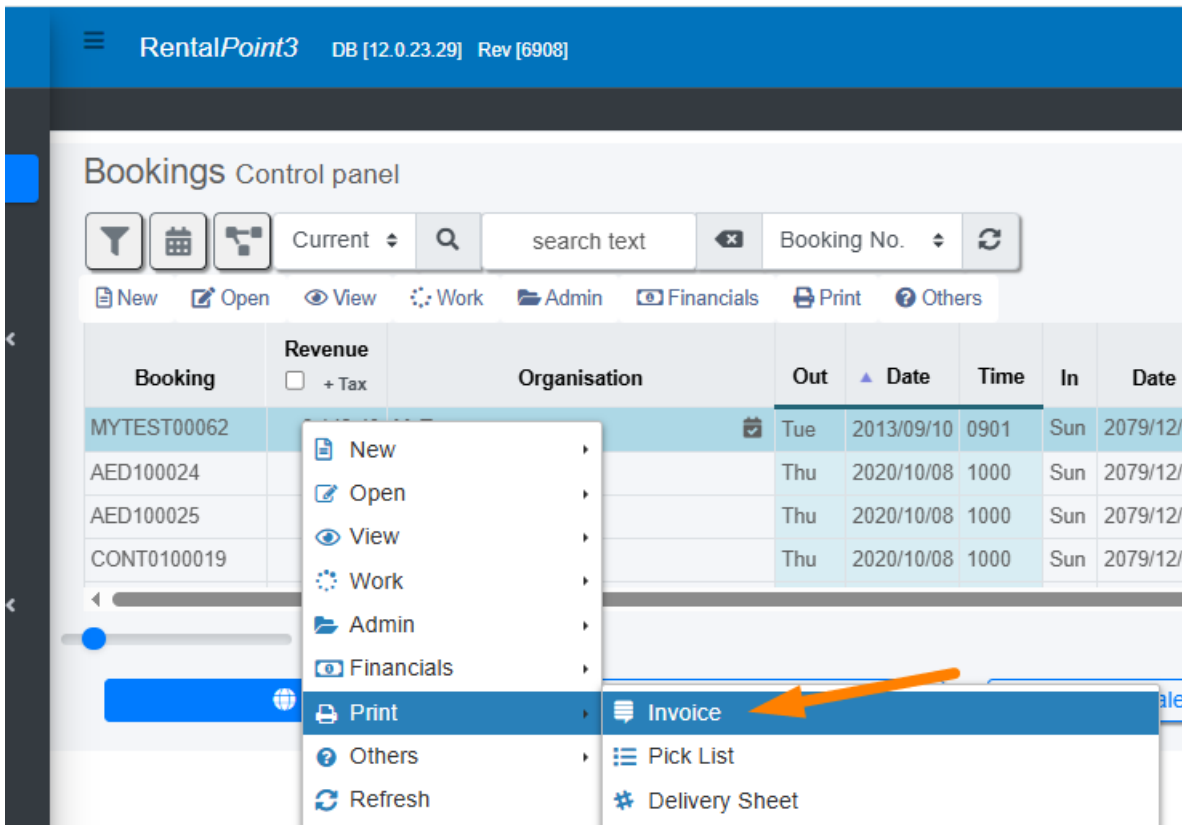


Print Invoice

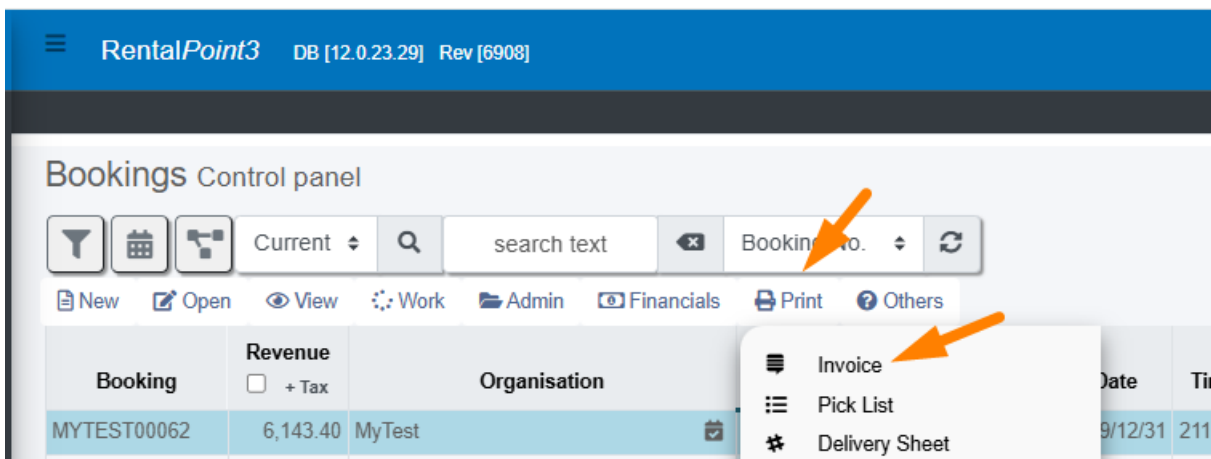
Last Modified on 15/04/2025 5:50 pm EDT

Invoicing can be customized with via [Invoicing Parameters](#).

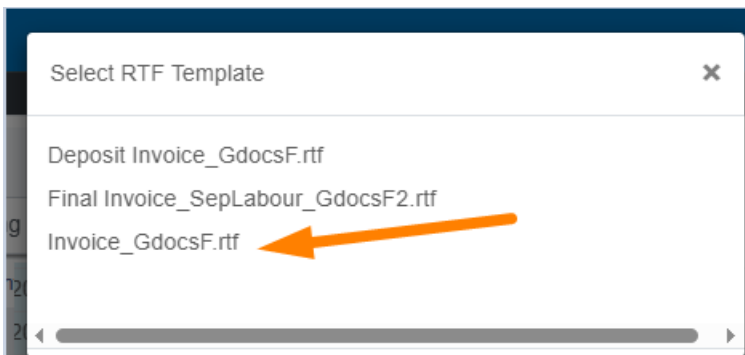
First highlight the booking on the booking grid, then access the 'Print' option from the right click menu



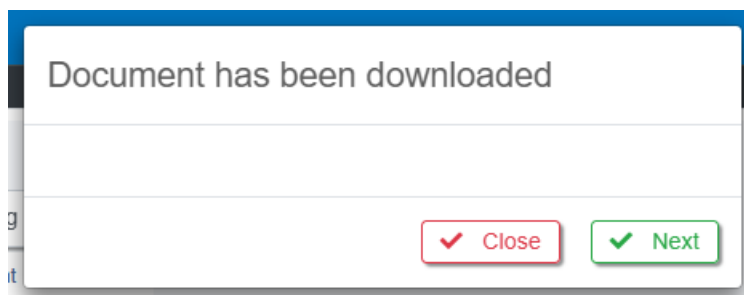
OR from the top menu bar



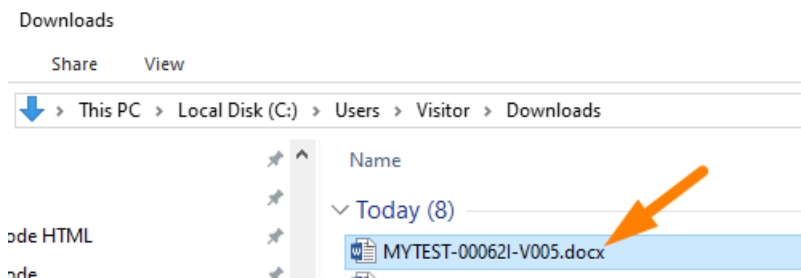
Click on the name of the template you would like to use and wait for the merge to complete



Once the document has been merged and an invoice number assigned, you will see a 'Document has downloaded' message.



Check your downloads folder for the merged document and alter formatting as needed.





1509 Walkerview Lane
 Miltonville UK 90210-22
 Ph: 905-693-9457
 Web: ey_products.com.uk
 Facebook: ey_products

INVOICE NO 345
 INVOICE DATE 25/04/01
 CUSTOMER MYTEST
 TERM
 PAGE 1 of 2

INVOICE

Ordered By	Venue	Invoice To
MANDYFX 98 Mill St South Glendale, ON Canada K3L 5K9 Phone: Fax: Email: mandyfox.mk@gmail.com	Bay 1	MANDYFX 98 Mill St South Glendale, ON Canada K3L 5K9 Phone: Fax: Email: mandyfox.mk@gmail.com

Booking Contact	Customer Contact	Out Date / Time	Delivery Date / Time	Via
Jaclyn	RentalPoint Support	13/09/10 9010		We Deliver
Payment	PO No. / Date Sent	In Date / Time	Return Date / Time	Via
Cash	1234 / 23/08/27	79/12/31 2110		We Pickup
Customer Phonec	Project	Setup By / Rehearsal	Show Starts / Show Finish	Strike/Wrap
:	-MYPROJ-			

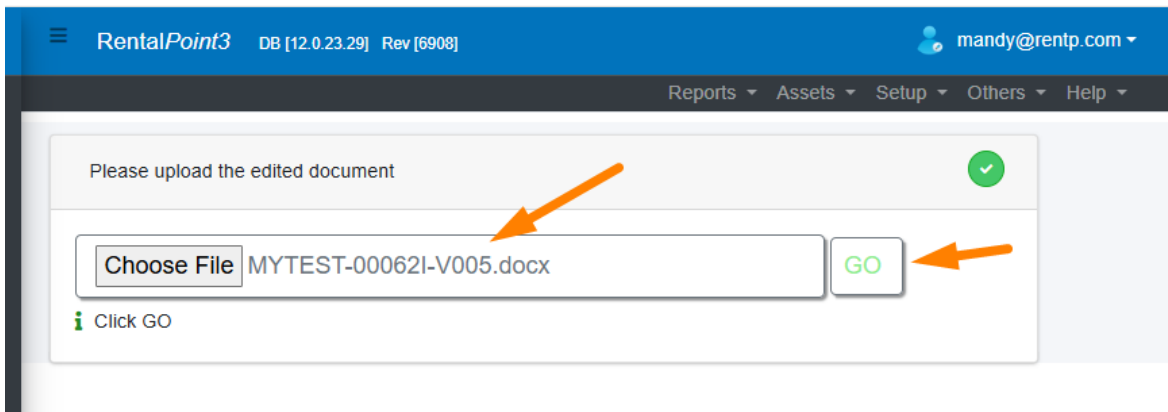
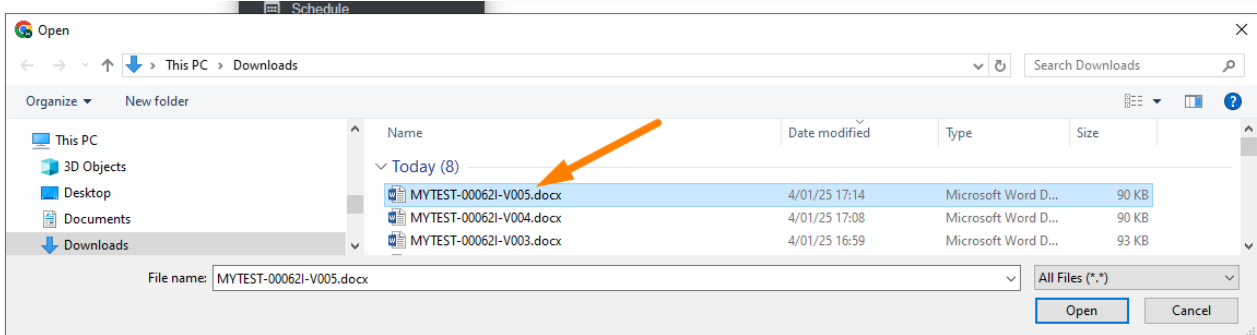
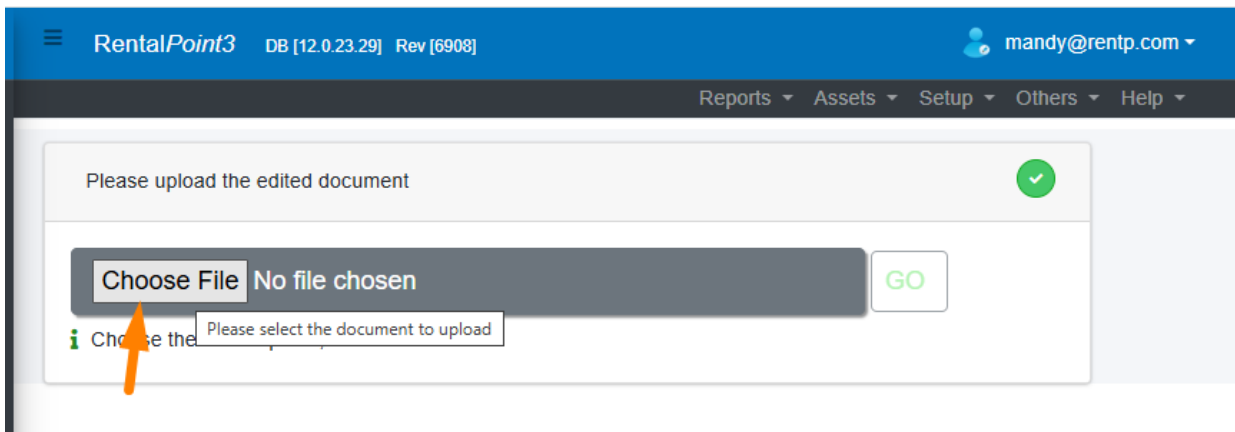
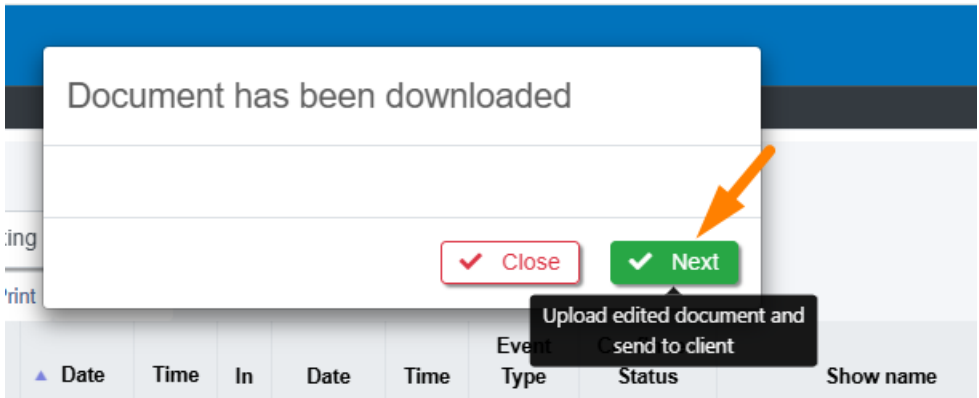
Code	Description	Qty	Unit Price	DISC %	TOTAL
AUDIO GEAR					
ASSET1	866611	1	0.00	0	N/C
Road cases					
MYRACK		1	0.00	0	N/C
	W00100 W00100 , 25"	2		0	N/A
AUDIO GEAR					
P10181	beige Head Morn Mlc TAS	1	0.00	0	N/C
LIGHT123	Lighting	1	0.00	0	N/C
CHAIR	Blue Chairs	1	37.40	0	448.80
CC	Chair cover	1		0	N/A
Road cases					
MYRACK		1	0.00	0	N/C
	W00100 W00100 , 25"	2		0	N/A
	C08150X C08150X	2		0	N/A
	W00100 W00100 , 25"	2		0	N/A
	C08150X C08150X	2		0	N/A
LABOUR					
Sub Total					448.80
Equipment added on checkout - on:16/06/21 at 1540					
SHELTER					
TIN	110 shed	2	270.00	50	4,320.00
Sub Total					4,320.00
LABOUR					
Tuesday 2013 September 18th					
SETUP	Setup Crew - 5 100000	1	0.00		N/C

Installation Instructions		
Rental		4,708.80
Credit C. Surcharge		0.00
Rental Discount		0.00
Sales		0.00
Sales Discount		0.00
Insurance		205.55
Delivery Pickup		3.00
Installation/Operator		482.72
IGT		795.64
Exempt		0.00

A 50% deposit will be required upon confirmation of this order. All balances must be paid within 30 days from the date of invoice. Any outstanding balance beyond that date will be subject to a 1.5% per month interest fee. Any open balance after 30 days will void any discount offered, and the original balance will be due.

To attach the document to the booking for later reference, click NEXT and follow the onscreen instructions (screenshots below).

To attach later, click CLOSE. You can attach any document to the booking at any time from the 'View Attachments' window



Once the documents have been uploaded click the green checkmark to exit.



A screenshot of the RentalPoint3 software interface. The top navigation bar is blue and contains the text "RentalPoint3 DB [12.0.23.29] Rev [6908]" and the user email "mandy@rentp.com". A dark sidebar on the left lists menu items: Dashboard, Bookings, Shortages, Card file, Products, Venues, Schedule, Crew Planner, and Purchase Orders. The main content area is titled "Send the document to the client" and features a green checkmark in the top right corner. Below the title is a file selection box containing the text "Choose File MYTEST-00062I-V005.docx" and a "GO" button. Underneath, there are four status items: a green checkmark for "The document has been uploaded", a green checkmark for "The document has been attached to the booking", a blue checkmark for "Email the document to the client", and a yellow checkmark for "Send the document to DocuSign". An orange arrow points to the "Email the document to the client" item.