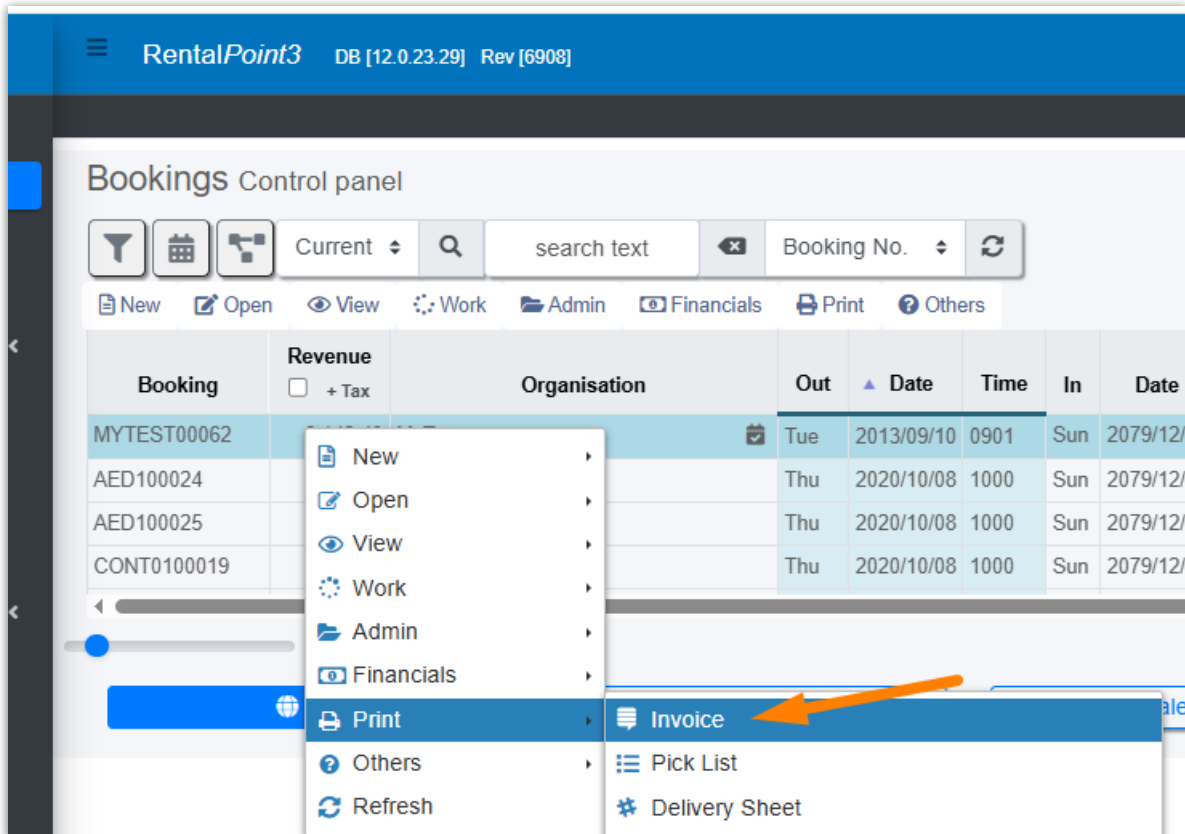


# Print Invoice

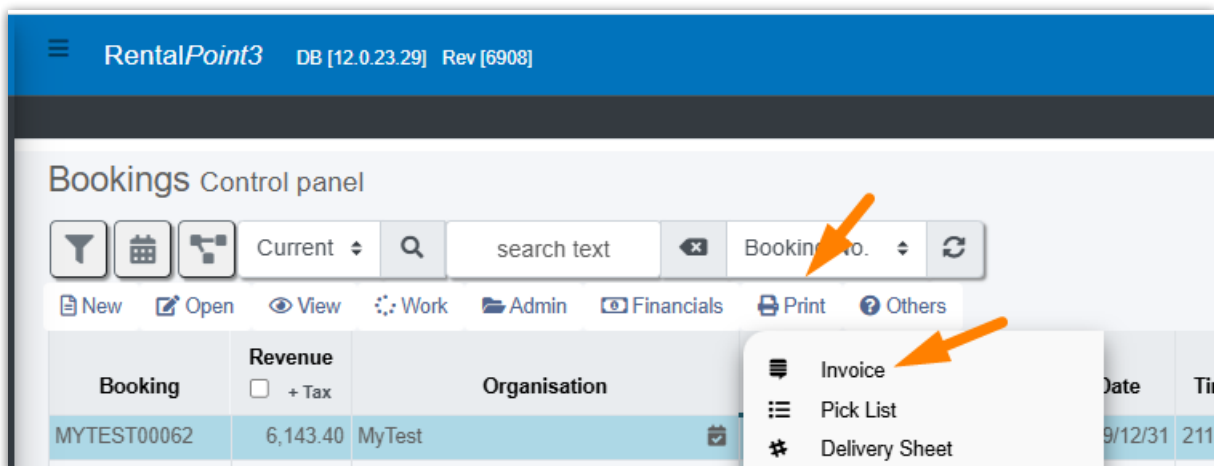
Last Modified on 15/05/2025 9:52 am EDT

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

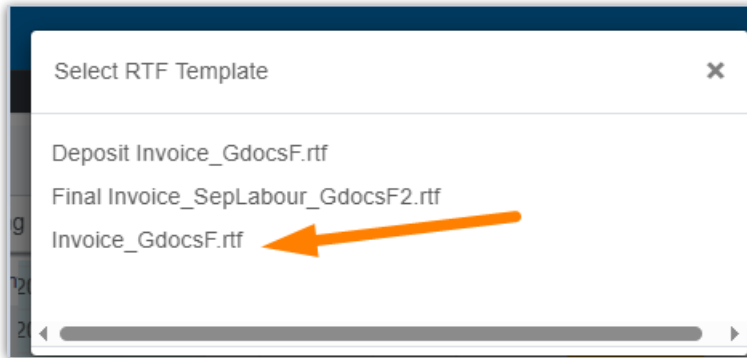
First highlight the booking on the booking grid, then access the 'Print' option from the right click menu



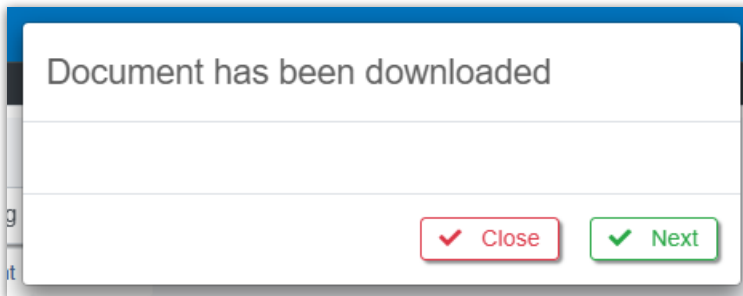
OR from the top menu bar



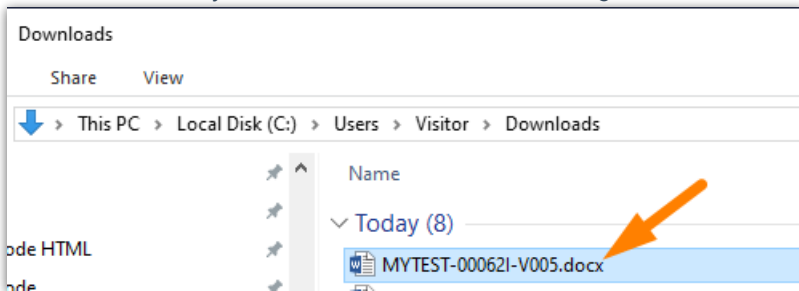
Click on the name of the template you would like to use and wait for the merge to complete



Once the document is merged and an invoice number assigned, you will see a 'Document has downloaded' message. Both a Word and a PDF version of the document have also been attached to the booking.



Sometimes users like to add some manual formatting to their merged document before sending it on to a client. To do this, check your downloads folder for the merged document and alter 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
MANDY 98 Mill St South Glendale, ON Canada K3L 5K9 Phone: Fax: Email: mandyfox.mk@gmail.com	Bay 1	MANDY 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 23/09/27	79/12/31 2110		We Pickup
Customer Phases	Project	Setup By Rehearsal	Show Starts Show Finish	Strike/Wrap
:	-MYPROJ-			

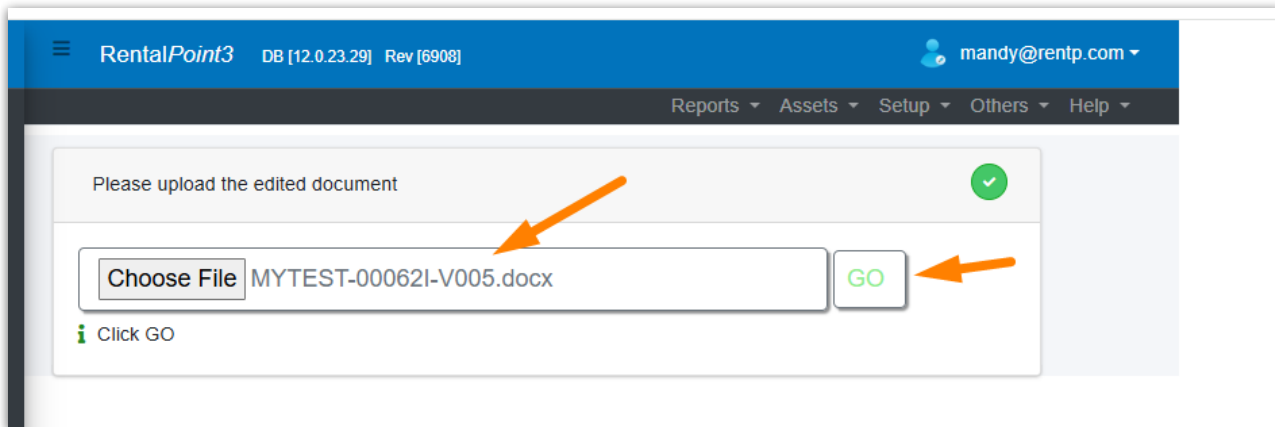
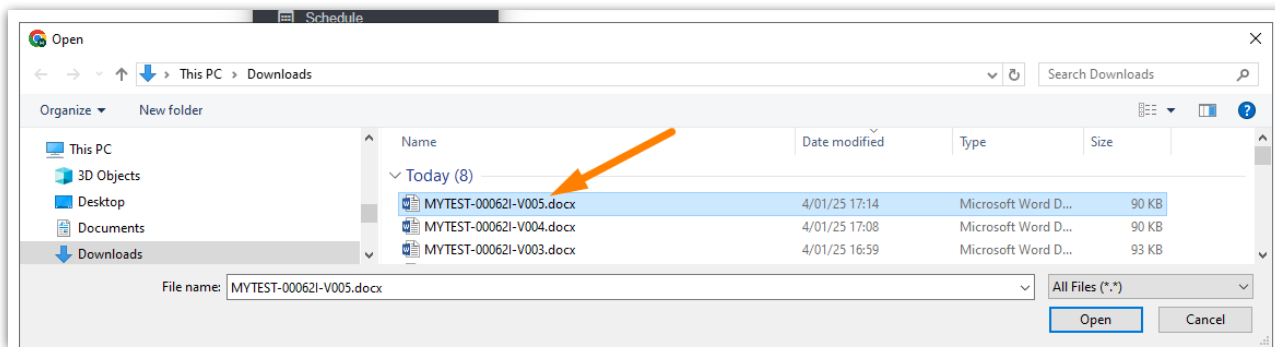
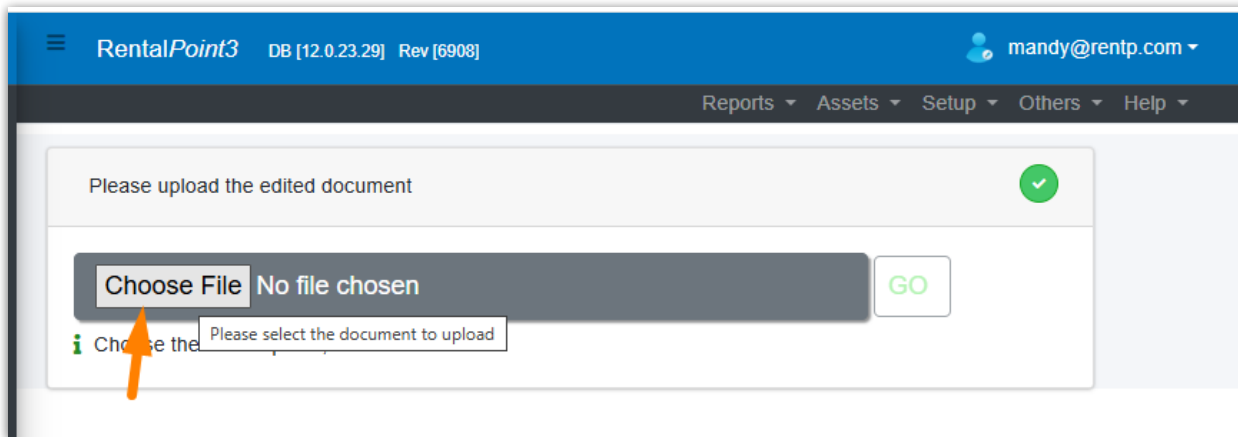
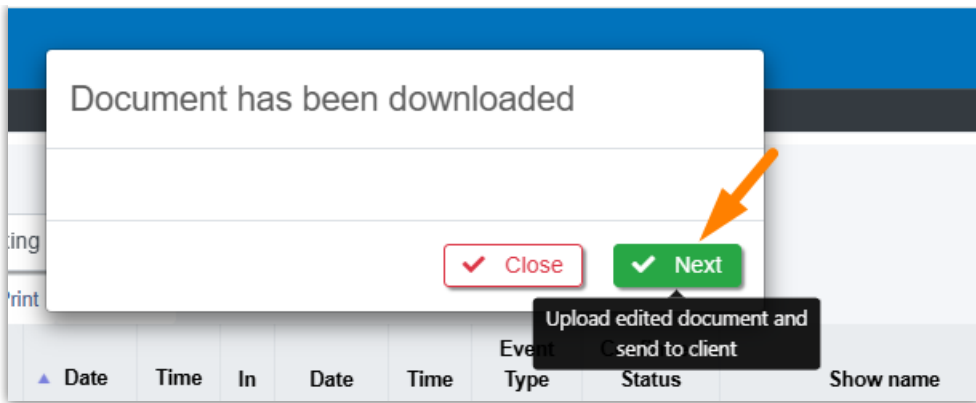
Code	Description	Qty	Unit Price	DISC %	TOTAL
AUDIO GEAR					
ASSET1	<del>446611</del>	1	0.00	0	N/C
Road cases					
MYRACK		1	0.00	0	N/C
	<del>WOLTON, WOLTON, 25"</del>	2		0	N/A
AUDIO GEAR					
P10181	beige Head Morn Mic TAS	1	0.00	0	N/C
LIGHT123	Lighting	1	0.00	0	N/C
CHAIR	Blue Chairs	1	37.40	0	448.80
CC	Chair cover	1		0	N/A
Road cases					
MYRACK		1	0.00	0	N/C
	<del>WOLTON, WOLTON, 25"</del>	2		0	N/A
	<del>CABLESK, CABLESK</del>	2		0	N/A
	<del>WOLTON, WOLTON, 25"</del>	2		0	N/A
	<del>CABLESK, CABLESK</del>	2		0	N/A
LABOUR					
Sub Total					448.80
Equipment added on checkout - on:16/06/21 at 1540					
SHELTER					
TIN	<del>140</del> shed	2	270.00	50	4,320.00
Sub Total					4,320.00
LABOUR					
Tuesday 2813	September 18th				
SETUP	<del>Setup</del> Crew - <del>5.000000</del>	1	0.00		N/C

Installation Instructions	
Rental	4,768.80
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 **replace** an attached document with a modified version, keep the filename the same, click NEXT and follow the onscreen instructions (screenshots below). If no modifications are needed, click CLOSE.

You can attach any document to the booking at any time from the 'View Attachments' window. If you attach a file that has the same name as an existing attachment, the file will be replaced.



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



The screenshot shows the RentalPoint3 web application interface. At the top, the header includes the logo, version information (DB [12.0.23.29] Rev [6908]), and the user email (mandy@rentp.com). A navigation menu on the left lists various functions like 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, there is a "Choose File" button followed by the filename "MYTEST-00062I-V005.docx" and a "GO" button. A list of status messages follows: a green checkmark for "The document has been uploaded", another green checkmark for "The document has been attached to the booking", a blue checkmark for "Email the document to the client", and a yellow warning icon for "Send the document to DocuSign". An orange arrow points from the right towards the "Email the document to the client" message.