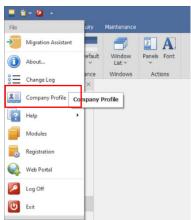


HOW TO EDIT THE COMPANY HEADER

Company Header on the printouts of the system is automatically formatted. This was also configured by default but can edit also at the same time.

To edit the Company Header, go to File > Company Profile.



On the Company Profile, click the *Company Info Tab*.

😚 Company	Profile
Company Name	SAMPLE TRADING, INC.
TIN No	001-222-333 0000_
Classification	Non-Individual
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Reset to Default	
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-	
	SAMPLE TRADING, INC. (000-111-222-333-0000)
1	GST Reg. No.: Unit 806 Pearl of the Orient Tower 1240 Roxas Blvd., Ermita Manila, Philippines
	Tel : 567-4248 Fax : 567-4250 URL : Email : sampletradin q@yahoo.com
÷	onc. Chran sampes aungeganot.com

In this tab, the Company Header can be customized.



Amend the format by adjusting the Font Style, Color, Size, Alignment and the likes, then click *Save*.

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▲ VAT		Tel : 567-4248 Fax : 567-4250 URL : Email : samplatrading@yahoo.com				

To check the outcome of the changes made, click *Preview*.



In case the changes will not appear on the *Preview* after saving, click *Reset*.

Take note that in order to reflect the changes, Company Profile must be saved first.