# Invoice Layout

POS & Sales · https://spos.pk/docs/invoice-layout/

Set the invoice layout, logo, headings and footer so every bill your shop prints looks professional.

## How to set the invoice layout

1. Open Settings, then Invoice Layout, and choose the layout for your printer — 80mm thermal, A4 or letter.
2. Add your shop name, logo, address and phone number so they print on every invoice.
3. Choose which details to show — tax, discounts, payment method, barcode and QR code.
4. Write a short footer — for example a thank-you line, your WhatsApp number or the exchange policy.
5. Print a test invoice and check the layout before you use it at the counter.

Tip: Keep the footer short on thermal printers — long footers waste paper and slow the queue.