Change the look of your invoice and quotes

On the **Styling and themes** tab of the **Invoice and quote settings** page, you can customise the look of your invoices and quotes by adding a logo or header image and choosing a theme and colours.

1. In MYOB Essentials, click your business name and choose **Invoice and quote settings**. The **Invoice and quote settings** page appears.
2. Click the **Styling and themes** tab.

Having trouble sending invoices after uploading a header? Try choosing the **Logo and business details** option, then click the **Reset to default** link in the **Theme options** section of the page (this will remove any custom colours you've added to your invoice theme, so make sure you take note of them first). Once you've done that, choose the **Full width header image** option, then click **Reset to default** again.

Set up your header

The header section of your invoices and quotes gives you a space to communicate your brand to your customers.

First, choose whether you'll be posting your invoices and quotes and want the address to be visible through a windowed envelope by selecting or deselecting the **Position address for windowed envelope** option.

Next, choose a visual style for your header. There are two styles available:

Logo and business details

Choose **Logo and business details** if you want to upload a logo and allow MYOB Essentials to automatically show the business details you entered on your **Business details** page. You can select the business details you want to appear.

If you don't want these business details to show, or you'd like something a bit bigger, try adding a full width header image instead.

If you haven't uploaded your logo yet, click the **Logo** link and upload it. See Uploading or deleting your company logo.

You can choose which side the logo appears on, and adjust its size using the slider. Use the **Preview** button to see how your changes will look on the finished invoice.

Full width header image

Choose **Full width header image** if you want to upload a branded header that spans the full width of your invoices and quotes. You'll need to make sure your business details (including your ABN or GST/IRD number) are included within the image, otherwise they won't show up on your invoices and quotes at all. A full width header image also allows you to display any other business-specific information which you can't otherwise record in Essentials.

Click **Upload header image** to upload your image. A preview appears on the right side of the window. If you'd like to see a preview of how the header will look with the theme and colours you've selected, use the **Preview** button at the bottom of the page.

Note that the maximum size of your header image will change depending on whether you've selected the **Position address for windowed envelope** option.If this option is selected, less vertical space is available for your custom header, and images will be scaled to fit within an area of 181x30mm. Otherwise, your header will be scaled to fit within an area of 181x92mm.

It's best to use a header image with the same proportions as those listed on the page, as it will be scaled to fit *within* these dimensions. If the proportions are off, you might end up with unwanted white space at the sides or top and bottom of your header.

Choose a theme and colours

In the **Theme options** section, choose from one of the available themes to set the style of your invoices and quotes. A small preview appears below your selection.

In the **Header colour** field, click the coloured square to choose which colour to use for the graphical elements on your invoice style's header. In the **Header text colour** field, click the coloured square to choose a colour for the invoice or quote number and invoice type. If you know the hex codes for these colours, you can type them in the text fields instead.

For a professional touch, it can be good to use colours from your header image or logo.

Notes displayed when previewing

The text shown in the **Notes** box when previewing your invoice is only for display purposes. This text will not appear on your actual invoices. If you want text to display in the **Notes** box on your invoices, see the FAQ below.

When you're done, click **Save**.

FAQs

How do I add a note to my invoices or quotes?

How do I change the notes (warranty text) I see when previewing my invoice?

Related topics

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