

Print or download an invoice

Print one invoice or many, preview what customers receive, add your logo and tax number, and send invoices with order confirmation emails.

Add-on [Online store](#)

Online stores are an add-on. If your site doesn't have one yet, ask us about adding it; we quote it in writing first.

An invoice is a written record of one order: who bought, what they chose and what it came to. File a copy for your records, or tuck one into the parcel as a packing slip.

Print an invoice

1. Log in to your site editor.
2. In the side panel, click **Store**, then **Manage Store**.
3. Click **My Sales**, then **Orders**.
4. Open the order and use its print option. If you can't find it, email us and we'll show you where it is.

To print several at once, check the boxes next to the orders, open the **Bulk Update** menu at the top and click **Print Selected**. Invoices can also be saved as a PDF if you want to resend one to a customer.

If an invoice prints with too much blank space at the top, open the print window's settings, pick the smallest margins and look at the preview before you print.

What an invoice shows

Each invoice lists:

- your business name and address, pulled from your store details
- the buyer's name and shipping address
- the payment and shipping methods they chose
- the items, with an itemized total

Preview it and add your details

1. Click **Store**, then **Manage Store**, then **Settings**, then **Invoice**.
2. To see what customers get, click **Preview Invoice** in the **Invoice Example** section.
3. To add your logo, click **Upload Invoice Logo**.
4. To show a tax number, click **Edit** next to **Taxpayer identification number**, enter it, and click **Save**. Ask your accountant which number to use.

Send invoices to customers

Customers can print their own invoice from the thank-you page after they order, or from their order history when they're logged in to their account.

To attach an invoice to every order confirmation email, go to **Settings**, then **Invoice**, and turn on **Attach invoices to Order Confirmation email**.

Want different wording?

The thank-you line at the bottom and the layout of the invoice can only be changed with code. Email us the wording you want and we'll set it up.

Need a hand?

If your site doesn't have this yet, ask us about adding it. We quote it in writing first, and nothing is billed unless you approve. Email hello@zossoz.com.

Already have a store and want your logo or footer wording changed? Email hello@zossoz.com with your business name, the logo file and the wording, and we'll take care of it. We reply within one business day. See [Request a change](#).

Related guides: [Find and manage your orders](#) · [Fulfill an order and add tracking](#) · [Set your store's business details](#) · [Change the emails customers get](#)

More guides: [the Zossoz Help Center](#) · [Questions?](#) Email hello@zossoz.com