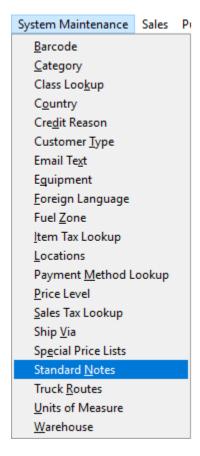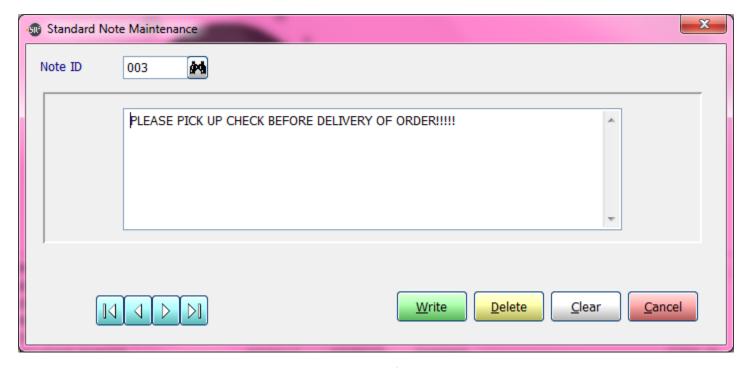## Standard Notes

If you have a standard set of notations for your customers, you can enter them in this screen. When you are in the Sales Order Screen on the Header Tab, you can select the note in the Note section to print on the Invoice. Make sure you have the checkbox marked for Notes on Invoice in Company Maintenance. These Notes will print on the first line in the body of the Invoice.

Note ID: Limit of 4 Alpha-Numeric characters.
If you wish to create a new Note ID just type the new ID in and press enter. Choose Yes to create a new note.
Then type the text of the note exactly how you want it to display on the Invoice.
When you have completed your entry, click the **Write** button at the bottom of the screen to save your entry.