

Reload this page **What you use** ✕

Changes you make here apply to all sales forms (like sales receipts and estimates).

**Fields**

- Shipping
- Total discount
- Deposit
- Custom transaction numbers ?
- Tags

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**Custom Fields** [Manage custom fields](#)

- **Payment Option** ✎  
*Not printed on form*

[+ Add custom field](#)

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**Optional Columns**

- Date
- Product/Service
- Item/Service code

[Change what your customers see](#)

**QBO - 1**

**Edit custom field** ✕

Name

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Select form type

- All Sales forms  Print on form
- Sales Receipt
- Estimate
- Invoice
- Credit Note
- Refund Receipt

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[Save](#)

**QBO - 2**

**Edit custom field** ✕

Name

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! To save a custom field, select at least one form.

Select form type

- All Sales forms  Print on form
- Sales Receipt
- Estimate
- Invoice
- Credit Note
- Refund Receipt

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[Save](#)

**QBO - 3**