

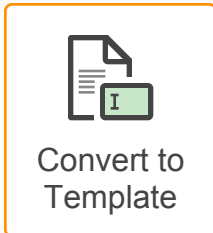


Getting Started With Templates

Take care of invoices, HR forms, W-9s, sales contracts and other documents that can be pre-filled in minutes with PDFfiller templates.

How to Create a Template

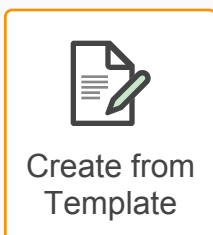
1. Select a document from **MY DOCS** or create a new one.
2. Add fillable fields to the document. Fill in the information that you'd like repeated each time you generate a new document.
3. From your Dashboard, select the document and click



4. Your document is now a template and is marked with a **T**

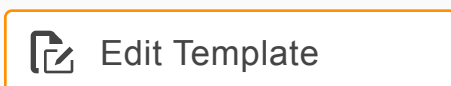
You're ready to start generating documents!

1. From your Dashboard or Templates folder, select any template and click



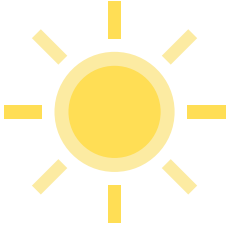
2. All the information you pre-filled will automatically appear in the document you generate. These fields can't be changed.
3. You can share this document, send it out for signing or turn it into a fillable form.

This process can be repeated as many times as you'd like and the original template will remain unchanged. If you need to modify the information in a template, simply click



Sample Template

This sample invoice has already been filled out. When you click **Create from Template**, information contained in the fillable fields will remain. However, you can edit this template any way you need.

		INVOICE
		Invoice Number:
		Invoice Date:

Each time you create a new invoice, you can fill in the fillable fields with new information. Click **Create from Template** and try it out for yourself!

Billing Address:		Shipping Address:	
Company:		Company:	
Name:		Name:	
Address:		Address:	
City/State/Zip		City/State/Zip	
		Shipping Method:	