

INVOICE HEADER SPECIFICATION

Company Name

Address Line 1

Address Line 2

Phone: (000) 000-0000 | Email: info@company.com

Invoice #: INV-001234

Date: 2024-06-01

FOOTER SPECIFICATION

Footer Element	Description
Page Number	Displays as "Page X of Y" at bottom center
Company Information	Company name, address, and contact info can be repeated
Legal/Tax Information	Add regulatory notes, tax ID, or VAT number if required
Custom Notes	Any disclaimers, payment terms, or thank you notes

Page 1 of 1

Company Name | Address Line 1, Address Line 2 | Phone: (000) 000-0000

Tax ID: 123-456789 | Payment due within 30 days.

IMPORTANT NOTES

- RTF (Rich Text Format) allows flexible placement of headers and footers using field codes (e.g., { PAGE })
- Ensure consistent formatting for both print and electronic generation.
- Header and footer information may be auto-repeated on every page depending on software used.
- Test the RTF file in multiple viewers (Word, LibreOffice) for compatibility.
- Always include required legal, fiscal, and regulatory information in header or footer as per local regulations.