

How to Set up WooCommerce PDF Invoices for Free

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We're assuming that you have WordPress and WooCommerce already set up and running. If not you can always set up a test WordPress site on [qSandbox](#) and export the site later.

Our plan is

Step 1 - Prepare info company name, billing info, logo

Step 2 - Install and activate WooCommerce PDF Invoices and Packing Slips WordPress plugin

Step 3 - Configure WooCommerce PDF Invoices and Packing Slips WordPress plugin

By default, WooCommerce already sends email invoices when making a sale. However, that functionality is limited to simple email designs. It also doesn't offer a PDF invoice attachment.

To solve this problem one of the possible solutions is to use a free PDF invoice plugin called WooCommerce PDF Invoices and Packing Slips WordPress plugin.

If you haven't used it you can try it now on WPDemo

<https://wpdemo.net/demos/plugins/woocommerce-pdf-invoices-packing-slips>

The plugin allows you to not only have the PDF invoices attached to the order emails but also make them available on demand on the My Account > Orders page that is generated by WooCommerce.

Step 1 - Prepare info company name, billing info, logo

You need to gather your company details, logo file, support email etc so you can enter into the plugin

Step 2 - Install and activate WooCommerce PDF Invoices and Packing Slips WordPress plugin

You can either search within wordpress: WooCommerce PDF Invoices or download the plugin from its page on the official WordPress repository.

<https://wordpress.org/plugins/woocommerce-pdf-invoices-packing-slips/>

Once activated it will prompt you to decide if you want to use the onboarding wizard or you're an advanced user or the wizard :)

Step 3 - Configure WooCommerce PDF Invoices and Packing Slips WordPress plugin

Here are sample screenshots that you need to set up the invoices.

WooCommerce PDF Invoices

General Documents Status

Check out these premium extensions!
(click items to read more)

- Premium PDF Invoice bundle: Everything you need for a perfect invoicing system
- Automatically send payment reminders to your customers
- Automatically send new orders or packing slips to your printer, as soon as the customer orders!

General settings

How do you want to view the PDF?

Choose a template
Want to use your own template? Copy all the files from `wp-content/plugins/woocommerce-pdf-invoices-packing-slips/templates/Simple` to your (child) theme in `wp-content/themes/orbisius-store/woocommerce/pdf/yourtemplate` to customize them

Paper size

Test mode
With test mode enabled, any document generated will always use the latest settings, rather than using the settings as configured at the time the document was first created. Note: invoice numbers and dates are not affected by this setting and will still be generated.

Extended currency symbol support
Enable this if your currency symbol is not displaying properly

Enable font subsetting
Font subsetting can reduce file size by only including the characters that are used in the PDF, but limits the ability to edit PDF files later. Recommended if you're using an Asian font.

Shop header/logo

Logo height
Enter the total height of the logo in mm, cm or in and use a dot for decimals.

Logo height
Enter the total height of the logo in mm, cm or in and use a dot for decimals. For example: 1.15in or 40mm

Shop Name

Shop Address

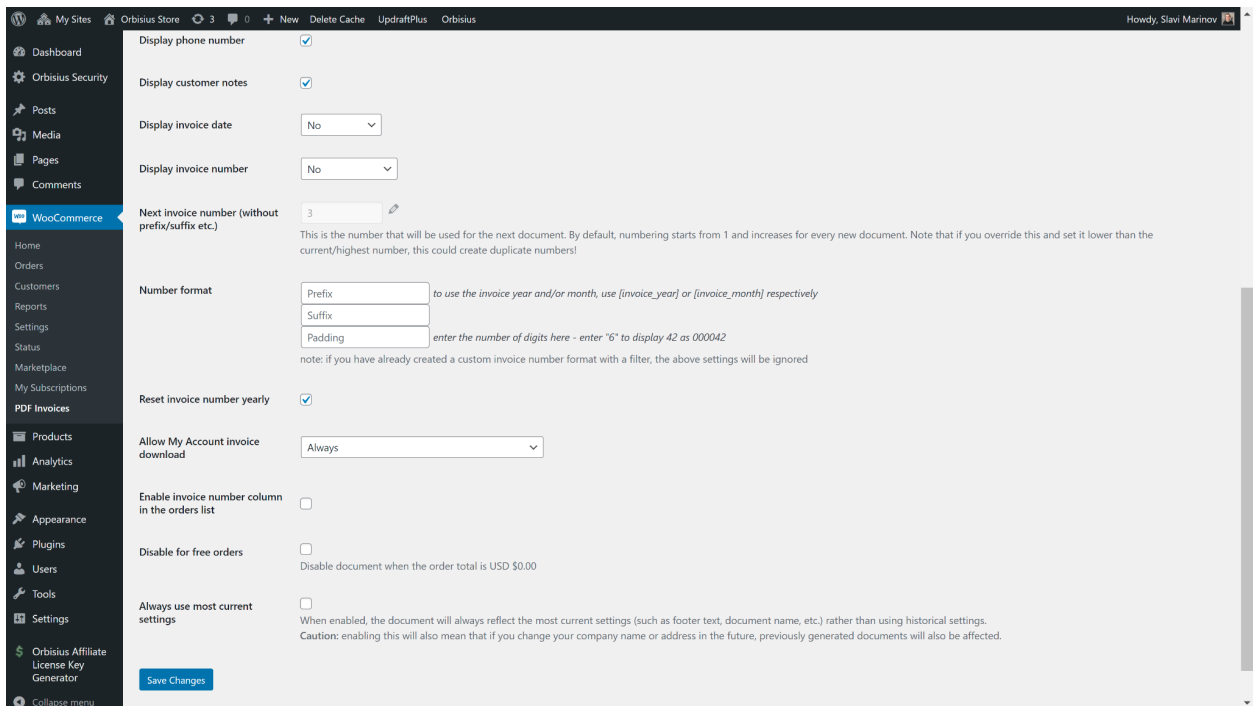
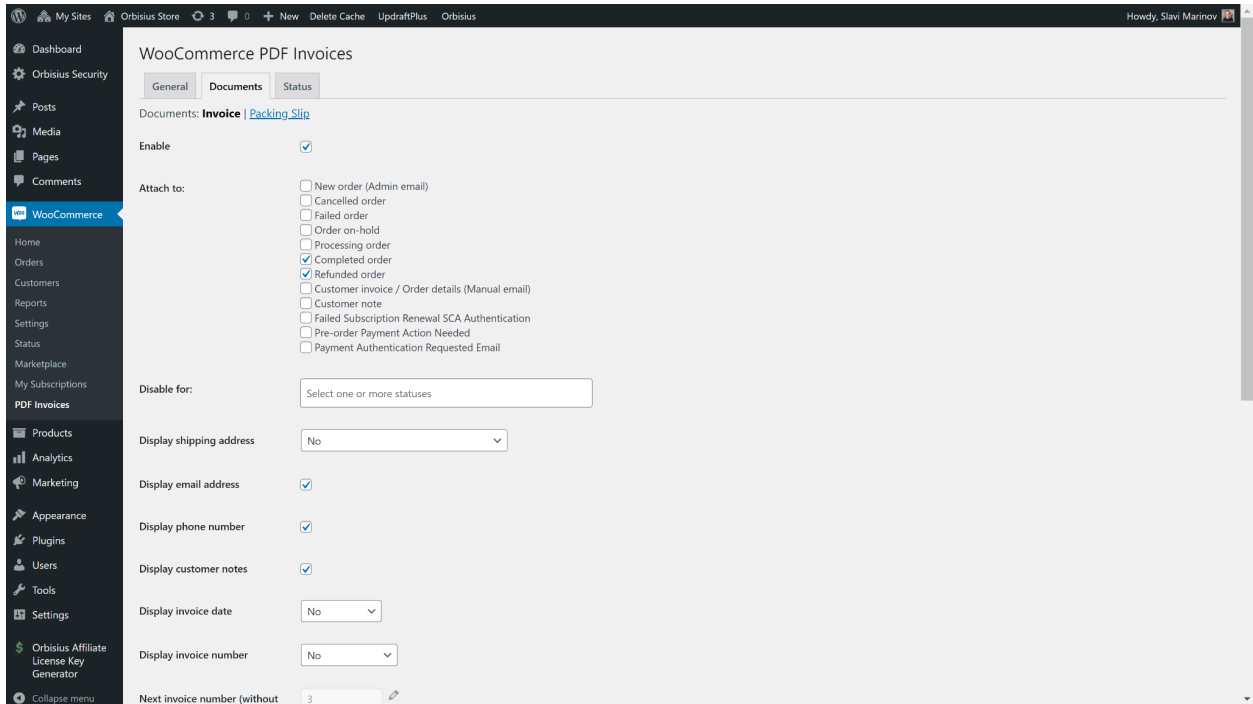
Footer: terms & conditions, policies, etc.

Extra template fields
These are used for the (optional) footer columns in the *Modern (Premium)* template, but can also be used for other elements in your custom template

Extra field 1
This is footer column 1 in the *Modern (Premium)* template

If you like WooCommerce PDF Invoices & Packing Slips please leave us a ★★★★★ rating. A huge thank you in advance!

Version 5.8.1



By setting up the WooCommerce PDF invoices in your WooCommerce store your customers will thank you and won't have to contact you to get their invoices manually. You'll save time doing admin work.