

## Print Company Website on External Reports

This new enhancement allows you to display your company website address directly below the phone and fax numbers.

### How it works:

1. Launch Software for Hardware.
2. From the Logo screen click *Contacts*.
3. Click the *Our Company* menu selection.
4. Enter your company's web address into the *Web Site Address* textbox.
5. Click *Change* to save.
6. Click *Close* to exit.

Main Office Address			Remit to Address			Company Logo					
Name	West Coast Supply										
Abbreviation	BLOB										
Address Line 1	1409 S. Garfield Street										
Address Line 2	Suite J										
City	Kennewick				State/ Province						
Zip Code	99336				WA						
Country	USA		Accounting ID#	BLB00000001		Site ID#					
Web Site Address	www.mycompanywebsite.com					<a href="#">Visit</a>					
Add		Change		Delete		Refresh		Notes		Close	

7. Below is an example of an external report where your company website is displayed:

**West Coast Supply**  
1409 S. Garfield Street  
Suite J  
Kennewick, WA 99336  
Phone# (509)582-8888 Fax# (509)582-1888  
www.mycompanywebsite.com

**SALES  
ORDER**  
SALES ORDER#  
161  
Order Date: 12/12/2019

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