



ASHWORTH

# 'HOW TO' VIEW INVOICES FOR YOUR ONLINE ORDERS

A quick guide on how to access copy invoices for your online orders placed through ashworth.uk.com in 4 easy steps.

Saved Baskets

Wishlist

My Account

My Orders

## SELECT 'MY ACCOUNT'

Log in, then click on your name and account number at the top of the page, then select 'My Account' from the drop-down menu that appears.

STEP 1

STEP 2

## CHOOSE WHICH MONTH

Under your account summary you can select which month of invoices you wish to view by selecting the month name.

Month

June +

May

April

## FILTER YOUR SEARCH

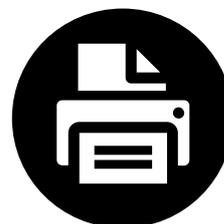
You can filter your invoices by their **Start date** and **End date** or search for a specific **Document Number**. You can view the invoice by clicking on it.

STEP 3

STEP 4

## VIEW, DOWNLOAD OR PRINT

Your copy invoice will be in a PDF format allowing you to download and save it for later or print a physical copy for your records.



**Online invoices can be viewed anywhere,  
anytime at your convenience.**



For more information email us at [enquiries@ashworth.uk.com](mailto:enquiries@ashworth.uk.com)  
or contact your local sales office.