Fube

GUIDE

How to customise the appearance of your invoices and documents in Fube



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An invoice can be correct and still look generic: the same old grey template, a small or missing logo, colours that have nothing to do with your website. This guide is for anyone who wants their documents to reflect their brand — self-employed people and small businesses that issue invoices, quotes or delivery notes — and shows you, step by step, how to set up the **style, your brand colour, the logo and the font size** from a single screen, on the PDF of your latest invoice. This customisation is **purely visual**: it does not change the tax content of the document or the mandatory details required by law.



Before you start, it helps to have **your business logo** to hand in good resolution (ideally with a transparent background) and, if you have a brand identity, the **hexadecimal colour codes** you use on your website or stationery. You don't need to know anything about design or CSS: everything is done with clicks. The appearance you set here applies to **Fube invoicing** equally across all sales documents.

Step 1. Open Appearance

Go to **Settings › Documents › Appearance**. On one side are the settings and, on the other, the **PDF of your latest issued invoice**, generated with whatever you change, without saving anything. If you haven't issued any yet, you'll see a sample one with your company details. It isn't a mock-up: it's the PDF, so what you see is what your customer receives.

This setting is **global and account-wide**: you define it once and every document uses it; it isn't adjusted invoice by invoice.

Step 2. Choose a style

The **style** determines the layout, the typeface and where your colour goes: in a band at the top, in a side column, in the total block... There are **twelve**, each with its own thumbnail: nine new ones — *Essential*, *Crisp*, *Editorial*, *Swiss*, *Letter*, *Band*, *Column*, *Accent* and *Fiscal* — and the three familiar ones, *Minimalist*, *Modern* and *Classic*. When you choose one, the PDF is regenerated with it as soon as you stop making changes. Start here, because the style affects how the rest of the settings look.

Step 3. Set your brand colour

How you choose the colour depends on the style:

- **In the nine new styles you choose a single colour**, your brand's: you enter its code (#RRGGBB) or pick one of the **eight ready-made combinations**. Fube places text on top of it in white or near-black, whichever is easier to read on that colour.

- **In Minimalist, Modern and Classic you adjust several colours separately** — headings, lines, table header… — or you choose one of the eight combinations and they fill in automatically. How many colours there are depends on the style:

Style	Editable colours
Minimalist	3 — main text, secondary background and border
Modern	6 — main, secondary and tertiary backgrounds, two contrast texts and the border
Classic	5 — main and secondary backgrounds, main text, contrast text and border

If you choose the colours manually in one of these three, make sure there is **enough contrast** between the background and the text, so that everything is easy to read when printed in black and white too.

Step 4. Upload your logo and adjust its size

Upload your business logo with **Add logo**. It appears in the header of all your documents and, so that it looks sharp on screen and on paper, it's best to upload it in **high resolution** (preferably with a transparent background).

Once the logo is in place, **Logo size** controls how prominent it is, from **×1 to ×5**, without altering the file: ×1 is discreet, between ×2 and ×3 it stands out without taking over the header, and ×5 is the maximum.

Step 5. Adjust the font size

Each style comes with its own typeface — *Letter*, for example, uses a serif — and it can't be chosen separately. What you can adjust is the size, with **Font size**, between **×0.75 and ×1.25**:

Size	What for
×0.75	Compact document: more line items fit without spilling onto another page
×1.00	The standard size, and the one to keep unless you have a reason to change it
×1.25	Larger text, better readability

Step 6. Check the PDF and save

Before saving, go through the PDF from top to bottom: header with the logo, line items table, totals and footer. When everything looks right, click **Save** in the unsaved changes bar. From then on, all PDFs generated will have that look: invoices, corrective invoices, quotes, pro forma invoices and delivery notes.

What can and can't be customised

Appearance covers the **visual look**: style, colour, logo and font size. Some elements of the document **cannot be configured** for legal reasons, and it's worth being clear about them:

- **The VERI*FACTU tax QR code and the mandatory tax details.** They can't be hidden or moved: the system places them. The QR code appears **when the invoice is issued**, with its Veri*factu record: a draft doesn't have it yet, and to issue invoices you need to have Veri*factu enabled for your company. You'll find the details on the **Verifactu** page and in the guide to **getting started with Verifactu**.
- **The Fube credit in the footer.** While you're on the free plan, the document includes at the bottom a discreet box with the Fube logo and the line ‘Create your invoices easily with Fube’. **It disappears as soon as you're on a paid plan**, without you having to enable anything. You can see the options on the **pricing** page.
- **The Fube verification code**, in the corner of the footer, next to the page number. This one always appears, on every plan: it's what allows the document's authenticity to be checked.

Customising the appearance, then, means dressing your document in your brand **without touching** the elements that the regulations require to appear exactly as they are.

Simplified invoices in receipt format are a separate matter

This is the exception worth knowing about before you settle on the appearance.

Simplified invoices —and their corrective invoices— have their own **format** setting, which can be **Receipt** or **Invoice**. When it is set to **Receipt**, the document is printed with the narrow layout of a till receipt: it includes your logo, but the style, colours and sizes you have configured here **are ignored for that document**.

It is not a bug; it is the nature of the format. If you want your simplified invoices to come out with your design, change their format to **Invoice** in the simplified invoice settings, in the **Format** section. This is explained in the guide to **your documents' default values**.

Edge cases and common mistakes

- **'I want a different design for invoices and for quotes.'** The appearance is **global**: the same style, colour, logo and font size apply to standard invoices and corrective invoices, quotes, pro forma invoices and delivery notes. There is no design per document type —and simplified invoices in receipt format don't even use it—. If what you need are different **texts or default values** (IVA, IRPF, payment terms, legal texts), those are set separately, in the **document preferences**.
- **'I changed the appearance and an old invoice still has the previous design.'** That is normal, but not because the document keeps a snapshot of its look: **it doesn't**. The PDF is drawn with whatever settings you have at that moment; what keeps the old one looking the same is that Fube retains the PDF it had already generated. If that document is touched again for any reason, its PDF is regenerated **with the current design**.
- **'So, can I change the design when I already have issued invoices?'** Yes, and it does not alter any tax data: the number, the amounts, the QR code and the verification code all stay the same. What can change is the outfit. If it matters to you that a particular invoice is kept exactly as it was sent, **save its PDF** on the day you issue it.
- **'The logo looks pixelated in the PDF.'** Upload it again at a higher resolution. The preview can hide a low-quality logo that becomes noticeable in the full-size PDF.
- **'I want to go back to the starting design.'** Select the *Fube Original* palette to restore the original colours.

Frequently asked questions

Can I remove the Fube logo from the footer of my invoices? Yes: it disappears as soon as you are on a paid plan. It is not a setting you switch on manually; it is tied to the plan. Check the **plans** to see what each one includes. The **verification code** in the footer, on the other hand, always stays: it is not advertising, it is what allows anyone to check that the document is authentic.

Can I hide the QR code or any tax details to make the document look cleaner? No. The VERI*FACTU tax QR code and the mandatory tax details are generated automatically and **cannot be hidden or moved**: they are part of the document as required by the regulations. Customisation only affects the style, the colour, the logo and the font size.

My invoices don't have a QR code. Is there something I haven't configured? If it is a draft, it doesn't have one yet: the QR code appears when you issue it, with its Veri*factu record. And if it won't let you issue it, you need to activate Veri*factu, which is not done here. This is explained in the guide on **getting started with Verifactu**.

Why don't my receipts come out with my style? Because a simplified invoice in **Receipt** format uses its own layout, with your logo but without your style or colours. Change it to **Invoice** format if you want your design.

Does the preview match the final PDF? It is the PDF: Appearance generates your most recently issued invoice with whatever you are adjusting, without saving anything. If you haven't issued any yet, it uses a sample one with your company's details.

Do I need to know about design or CSS? No. You choose the style, colour and sizes with a few clicks; there is no need to edit templates or write code.

Give your documents your brand's look

Setting up the appearance takes just a few minutes and is done once for the whole account: you choose a style, add your colour, upload your logo and adjust the font size, with the PDF of your latest invoice in view. **Create your free account** and get your invoices ready with your branding, or go over everything **Fube's invoicing** offers.

Fube

START TODAY

Put this into practice with Fube

Create your free account and issue your first Verifactu-compliant invoice in minutes. No card, nothing to install.

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