



Company Card

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Overview

The Company Card in your SalesPad Cloud settings gives you a quick summary of your company's basic information. The information on your Company Card is the information that will populate on any printed forms in SalesPad Cloud.

To get started, select **Company Card** from the Settings menu.



Your Company Card will load. Fill in the information fields on the card with basic information about your company, and upload a logo to the Form Image field.



Note: The information entered into the Company Card is tied to your company information in QuickBooks Online. If you change company information in QuickBooks Online after integrating with SalesPad Cloud, the Company Card will update to reflect this change.

If you want any text to appear in the footers of printed reports, put that text into the Form Footer field in the lower left-hand corner of the Company Card.



Be sure to click **Save** in the lower right-hand corner when you're finished entering your company information.

Note: To quickly access the Company Card from any other screen in SalesPad Cloud, type the shortcut Ctrl + Alt + ?.