How to Add a Logo, Header, and Footer to PDF Invoices

How to · https://wpfactory.com/docs/add-logo-header-footer-to-pdf-invoices/

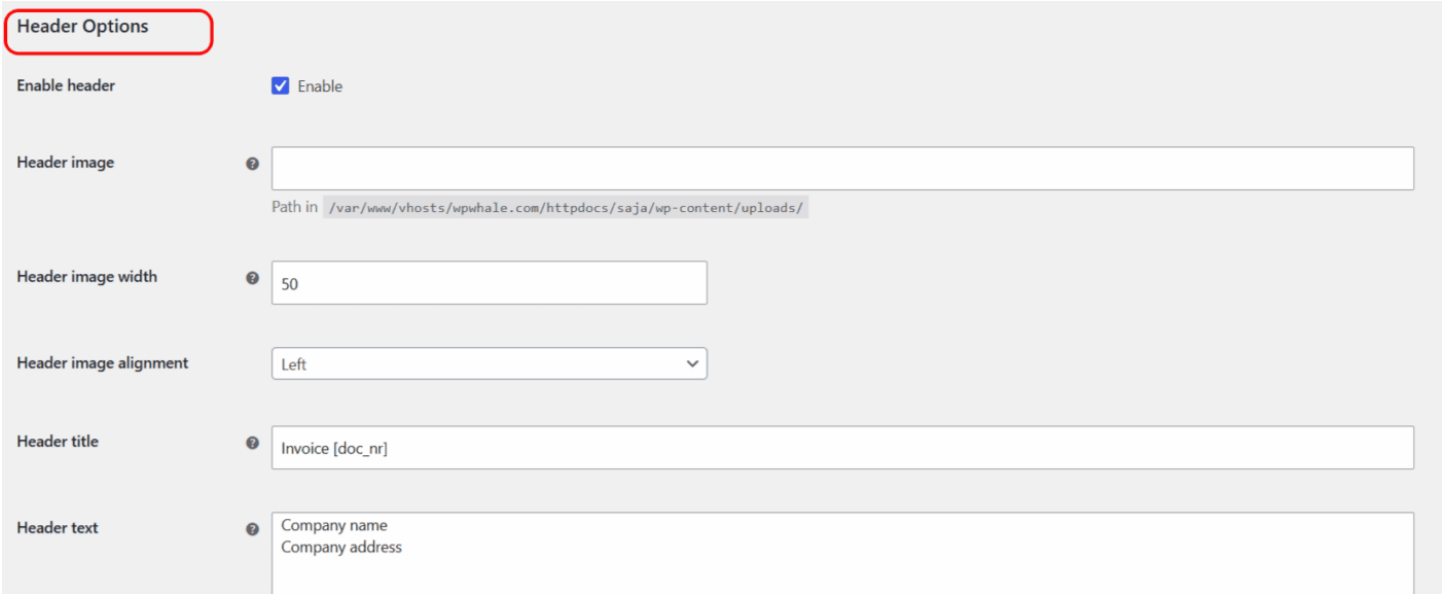
To brand PDF invoices in PDF Invoices & Packing Slips Generator for WooCommerce, go to WPFactory > PDF Invoicing, open Doc: Invoice, and turn on Enable header under Header Options. Enter your logo path relative to the uploads folder in Header image, add a Header title and Header text, then turn on Enable footer and add your Footer HTML content.

Before you start

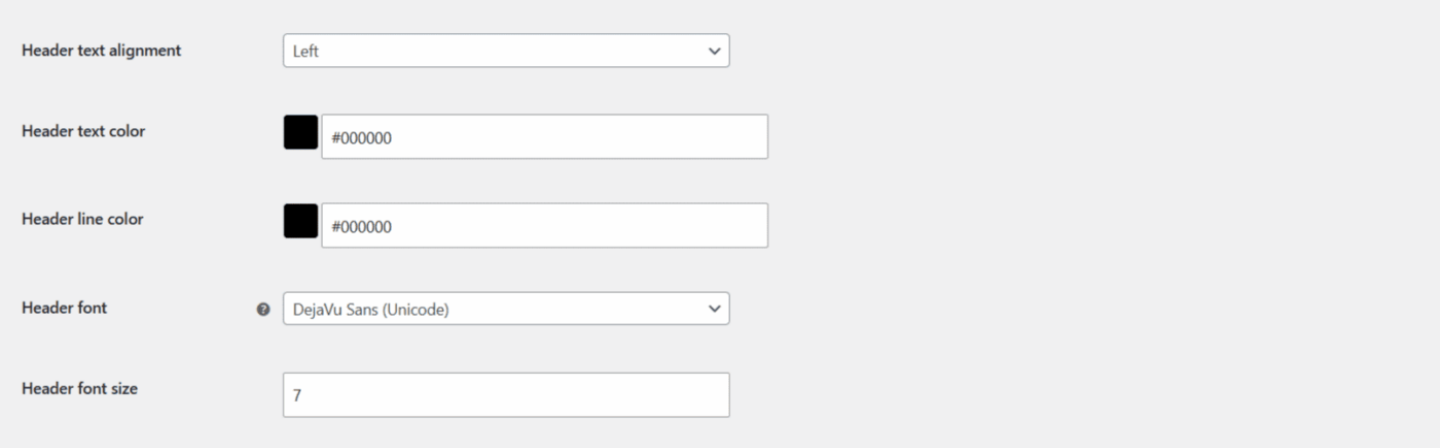
- Upload your logo to the WordPress **Media** library, or place it in the uploads folder. The header image field takes a *path inside the uploads folder*, not an uploaded file.

Set up the header

1. Go to **WPFactory > PDF Invoicing** (also reachable at **WooCommerce > Settings > PDF Invoicing**), open **Doc: Invoice**, and find **Header Options**.
2. Turn on **Enable header** (`enable_header`).
3. In **Header image** (`header_img`), enter the path to your logo relative to the uploads folder, for example `2026/01/logo.png` .
4. Set **Header image width** (`header_img_width`) in millimeters (0 lets the plugin size it automatically) and **Header image alignment** (`header_img_palign` , Left or Right).
5. Add a **Header title** (`header_title`) and **Header text** (`header_text`) for your company name and address. Both accept shortcodes.



Fine-tune the look with **Header text alignment** (`header_text_palign`), **Header text color** (`header_text_color`), **Header line color** (`header_line_color`), **Header font** (`header_font_family`), and **Header font size** (`header_font_size`).



Set up the footer

1. In the same document, find **Footer Options** and turn on **Enable footer** (`enable_footer`).
2. In **Footer HTML content** (`footer_text`), add your footer. The default `%page_num% / %total_pages%` prints the page number. You can also use shortcodes here.
3. Adjust **Footer height** (`footer_height`), **Footer text alignment** (`footer_text_align` : Left, Center, Right, or Justify), **Footer text color**, **Footer line color**, **Footer font**, and **Footer font size**.

> **Note:** the footer has no image field; it is text (and shortcode) based. To hide the line under the header or above the footer, set the corresponding **line color** to `#ffffff`. If your logo or language characters do not render, choose the **DejaVu Sans (Unicode)** font.

Use cases

- Put your logo top-right and company address top-left for a classic letterhead.
- Add "Page %page_num% of %total_pages%" plus payment terms in the footer.



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