

Send An Invoice

Last Modified on 01/10/2022 1:38 pm PST

Go to **Invoices** and then select an *Invoice* from the Invoice Summary section.

To send an invoice that was previously saved:

1. Click the ***Send*** button on the upper right-hand side of the invoice.
 2. In the popup window, the *Send via email* toggle is on by default.
 3. The customer's email address will appear in the Email Address box. You can add a different email address or send it to multiple email addresses if required.
 4. Click ***Send Invoice***.
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