Manually Send an Invoice 🔗

You can also manually send an invoice when a customer requests it, you want to send an invoice for an unpaid order, or if you are not automatically sending invoices upon successful payment.

- While viewing a contact record, click on the Order tab.
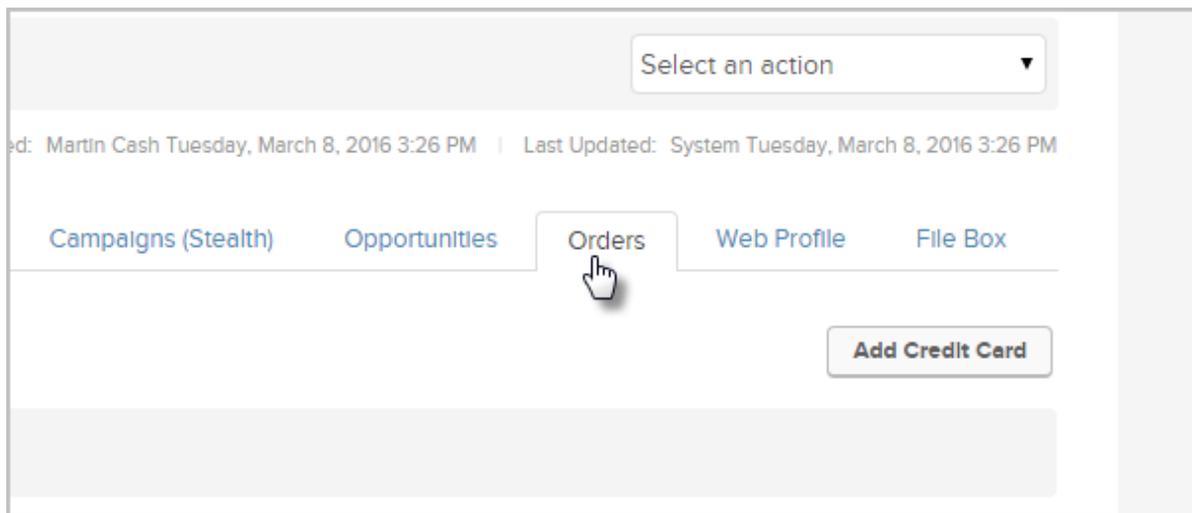
- Click on the name of the order to open it.
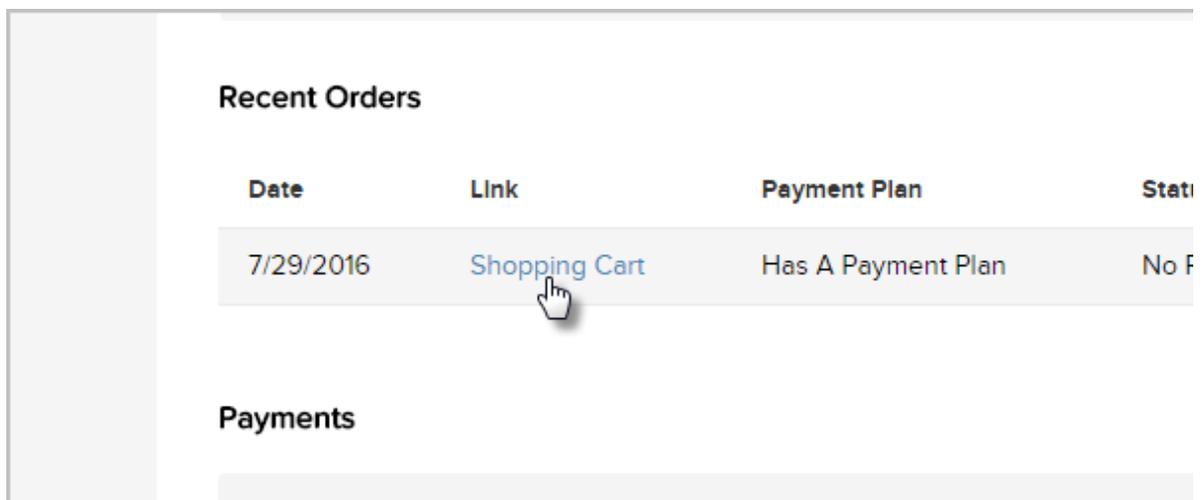
- Scroll down to the bottom of the order and click on the **Send Invoice** button.

Choose to send the email without invoice, or with printable invoice and click on the **Send Invoice(s)** button.

By default, the option to 'Create a new Printable Invoice' is selected but there are 2 options:

- "Choose 'Do not send this invoice'", the email will be sent without the invoice attached.
- "'Create a new printable Invoice'", the system will create the invoice as an attachment and it will be sent with the email.