

Send An Invoice

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

To send a previously saved invoice:

1. Click the **Send** button on the upper right-hand side of the invoice.
 2. By default, the *Send via email* toggle is on in the popup window.
 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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