

Resend An Invoice

Last Modified on 07/07/2022 10:06 am PDT

Go to **Invoices** and then select an invoice from the **Invoice Summary** section. If you sent the invoice to the wrong customer, you must cancel the old invoice, copy the old invoice, and send the new copy to the correct customer.

You can resend an invoice to your customer at any time:

1. Click the **Resend** button on the upper right-hand side of the invoice.
2. You will see a popup window containing the email address of the invoice recipient. Click **Resend Invoice**.

Note: *If you resend a paid invoice, the customer can only view the invoice. If the resent invoice is partially paid, the customer will see the dates and amounts of the partial payments and be able to pay the remaining amount due.*
