Please note that all items in [ ] are placeholders and automatically assigned.

Name of email

Basic

Subject Header

Invoice [Invoice Number] from [Trading Name] for [Contact Name]

Default Message Text

Hi [Contact Name],

Here's invoice [Invoice Number] for [Currency Symbol][Currency Code] [Invoice Total Without Currency].

The amount outstanding of [Currency Symbol][Currency Code] [Amount Due Without Currency] is due on [Due Date].

View and pay your bill online: [Online Invoice Link]

From your online bill you can print a PDF, export a CSV, or create a free login and view your outstanding bills.

If you have any questions, please let us know.

Thanks,

[Trading Name]