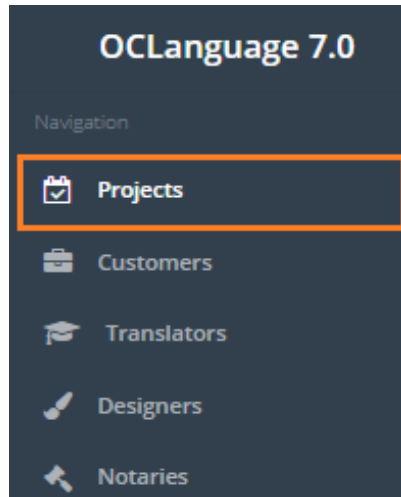


## 7.8. How to send invoice to Customer

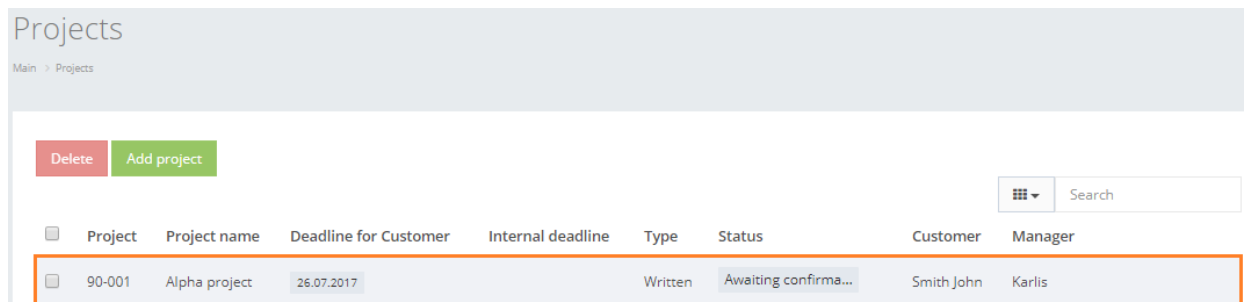
### 7.8.1. Send from project management window

In order to send an invoice from the project management window take the following steps:

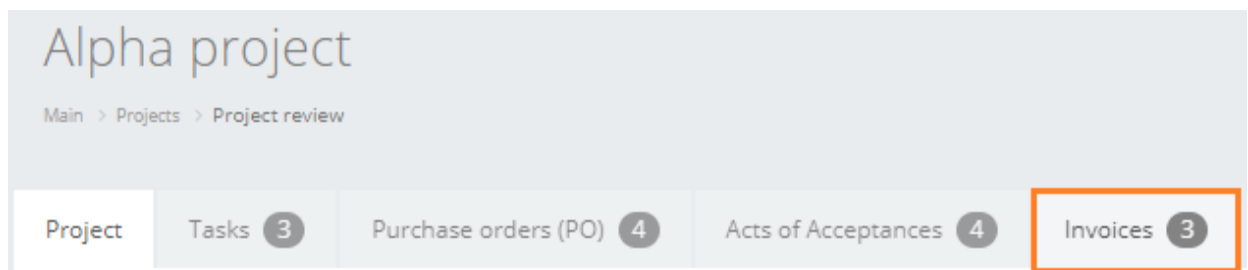
1. Open “Projects” database.




2. Click a particular project.



3. Click “Invoices” tab.

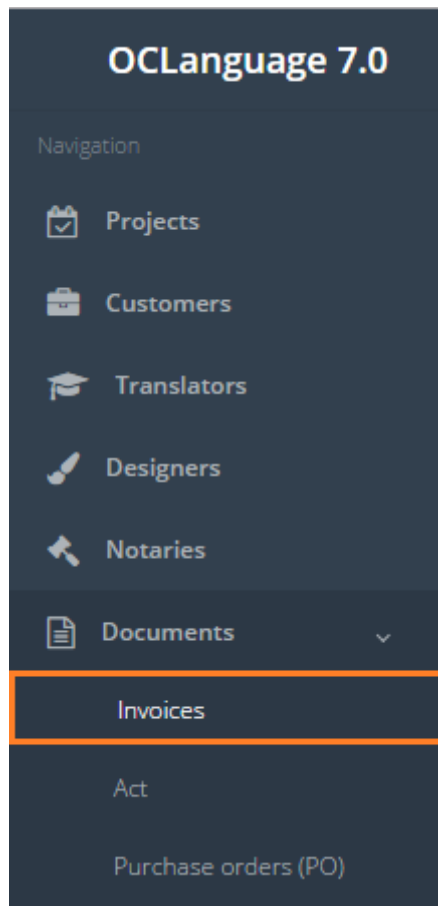


4. Click (  ) to send a particular invoice to the Customer’s specified address for receiving invoices.

### 7.8.2. Send from “Invoice” database view

In order to send an invoice from “Invoice” database view, take the following steps:

1. Browse “Documents -> Invoices”.








2. Click (✉) to send an invoice to the particular Customer's e-mail address.

Invoices

Main > Invoices

Delete Export

Search

<input type="checkbox"/>	No	Issuance date	Payment date	Deadline	Client	Manager	Price	Comment	Actions
<input type="checkbox"/>	4	11.06.2017	23.06.2017		МТИ	Jegorovs Olegs	0.00 EUR	paid	    

Send invoice over e-mail