

Resend An Invoice

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

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 on **Resend Invoice**.

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

Note: If you sent the invoice to the wrong customer, you must cancel the old invoice, then copy the old invoice, and then send the new copy to the correct customer.
