

How To Turn On Invoice Reminders

Go to the Gear Icon

Click on Account and Settings

Go To Sales

Go to Reminders and click on Pencil to Edit.
Turn on Automatic Invoice Reminders using toggle

You can set up to 3 different reminders:

- Choose number of days before/after due date
- Turn on with toggle

Review/Edit Subject Line

Review/Edit Greeting

Review/Edit Email Text

Save