

How to Customize Invoice Email Template

Objectives:

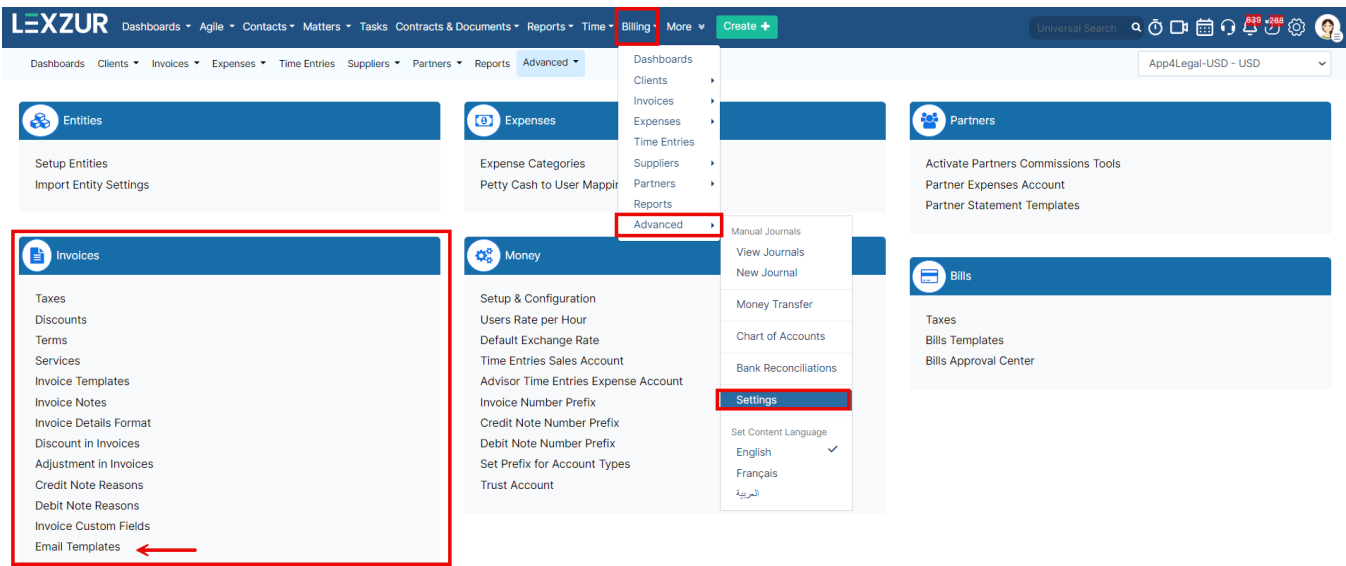
- Create Invoice Email templates, predefine the Subject, Message, etc....

Steps:

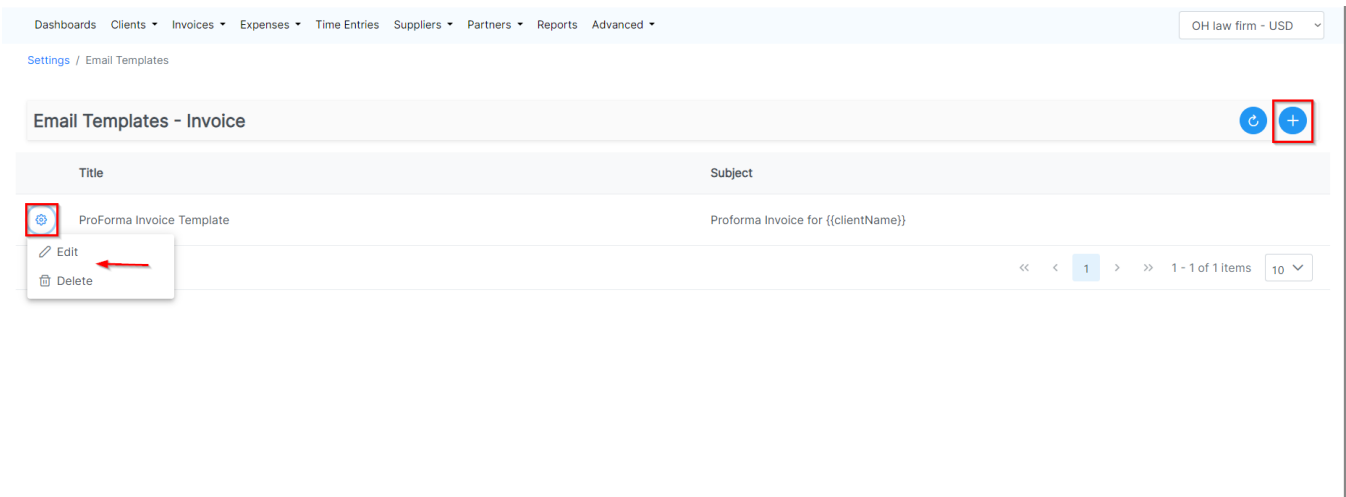
Users can now customize the email templates for sending emails in Invoices, Matters, Cases, and Contracts.

You can create multiple variations, personalize subjects and messages, and add custom fields and recipient information according to your preferences.

To initiate this customization process, navigate to the **Billing Advanced Settings Email Templates** in the **Invoices** section.



Here, you can efficiently manage your invoice email templates and create new ones.



To create a new template, simply provide the template with a distinctive name, specify the subject and message for your email, and identify the CC recipients.

