

# How to Send Invoices by Email from LEXZUR

## Objectives

- Send Invoices by Email directly from LEXZUR

## Steps

In LEXZUR you can now email your clients directly from the invoices section along with the corresponding invoice or other related documents.

To do so, go to the list of invoices from the Billing module, and open the invoice you want to send

Invoice	Client's Account	Client Account Number	Total	Collection	Balance Due	Currency	Status	Approval Stat.	Invoice Date	Due On	P.O.#	Invoice Ref	Matter ID	Matter Name
INV0000111	Advanced Industries - SAR	CL172	1,851.85 SAR	1,851.81	0.04	SAR	overdue	approved	2023-12-06	2023-12-06				
INV0000110	Maria Smith - USD	CL144	2,900.00 USD	0.00	2,900.00	USD	draft	waiting approval	2023-12-06	2024-01-05	25633	1225665	M00000341	Legal Advice for Mar
INV0000109	Maria Smith - USD	CL144	800.00 USD	0.00	800.00	USD	draft	waiting approval	2023-12-06	2023-12-21	2568341	REF 1256358	M00000261	Commercial Consult: Maria
INV0000108	John Marven - USD	CL51	500.00 USD	0.00	500.00	USD	overdue	approved	2023-11-30	2023-11-30				
INV0000107	Albert smith - USD	CL3	3,000.00 USD	0.00	3,000.00	USD	overdue	approved	2023-11-27	2023-11-27				
INV0000106	Albert smith - USD	CL3	1,500.00 USD	1,000.00	500.00	USD	partially paid	approved	2023-11-27	2023-12-27			M00000329	Albert Vs Branding C
INV0000105	Advanced Industries - USD	CL41	1,000.00 USD	500.00	500.00	USD	partially paid	approved	2023-11-14	2023-12-14			M00000319	legal advice for Adv: Industries
INV0000104	abc - USD	CL103	2,200.00 USD	2,200.00	0.00	USD	paid	approved	2023-11-06	2023-11-21			M00000323	ABC X Agency Grid
INV0000103	Alberto Scott - USD	CL134	300.00 USD	0.00	300.00	USD	draft	waiting approval	2023-11-06	2023-11-06			M00000194	Due Diligence-Albert

All emails related to invoices can now be sent and tracked under the Emails tab on the invoice page.

You can simply click on the email button from the actions on the top right of the General Info Page.

**Invoice Details:**

- Invoice ID: INV-0000023
- Client: bLP industry - USD
- Date: 2022-11-10
- Due On: 2022-12-10
- Reference Number: (No Data)
- Terms: 30 Days
- P.O.#: (No Data)
- Description: (No Data)

**Invoice Template:**

ALA Law Firm  
Phone number:12334423  
Registration number:1234  
Tax Number: 1223232

**INVOICE**

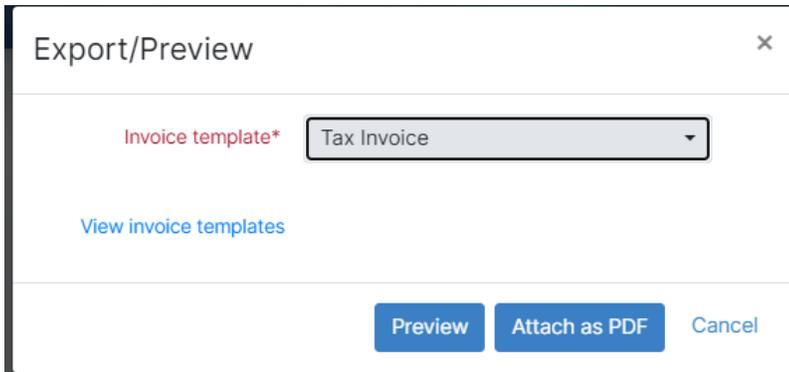
Matter Name: Legal opinion for RLP  
Client: bLP Industry  
Tax Number: 1223

Invoice #: INV-0000023  
Status: Draft  
From: 2022-11-10  
To: 2022-12-10  
Terms: 30 Days

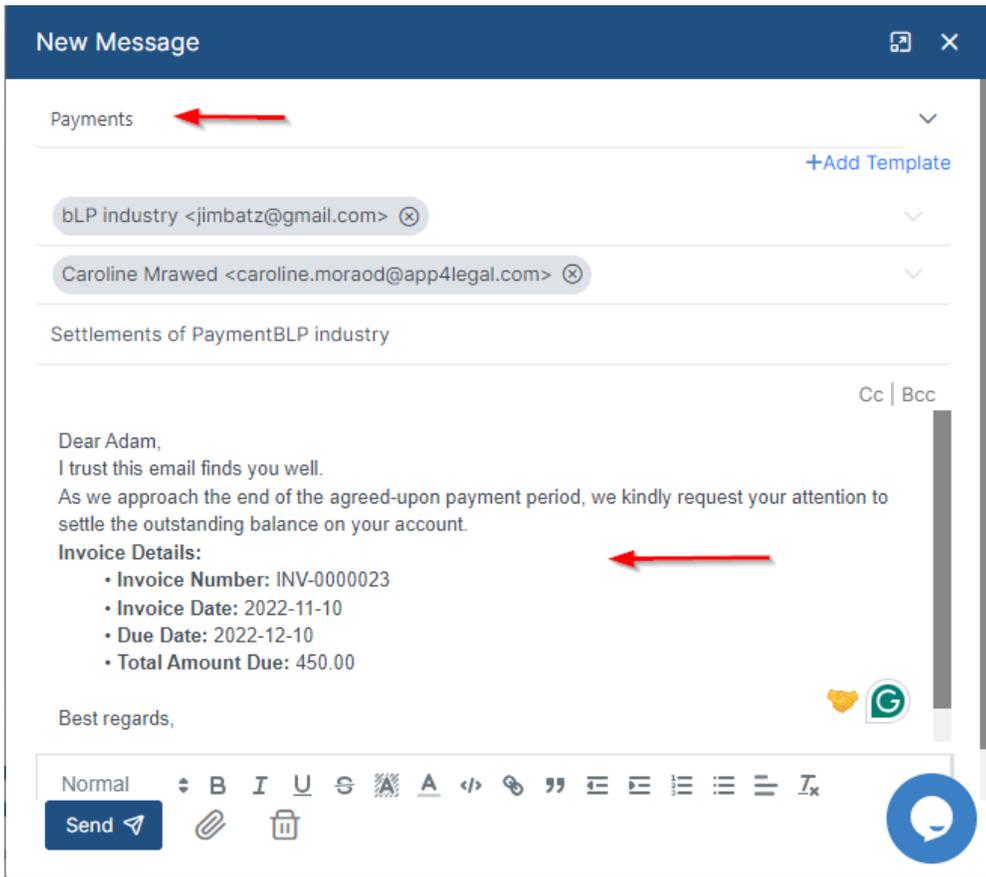
Description	Amount
Time Log	450.00 USD
Sub Total	450.00 USD
Total Discount	0.00 USD
Total Tax	0.00 USD
Total (USD)	450.00 USD
Paid Amount	0.00 USD
Remaining Amount	450.00 USD

First, connect your personal email to LEXZUR. Choose either Gmail or Office 365, and sign in with your email address.





Moreover, you can choose predefined email templates that can be used when sending emails to your clients. This approach will save you time and retrieve the desired information added in the template directly from the invoice.



✔ Learn how to customize invoice email templates from [here](#).

All the related emails will be then tracked on the invoice page.

Additionally, you have the option to respond to the email directly within Lexzur, and also to forward it for further communications.

Dashboard Clients Invoices Expenses Time Entries Suppliers Partners Reports Advanced App-legal - USD

Invoice Details Payment Attachments **Emails**

Compose

Search All Conversations

Invoice

Manal Zeidan <zeidan.manal@hotmail.com>  
To: Sam Marvin <manal.zeidan@lexzur.com>

Apr 03, 2024

Manal Zeidan <zeidan.manal@hotmail.com>  
To: Sam Marvin <manal.zeidan@lexzur.com>

Invoice

Invoice details

Reply Reply All Forward

Wednesday, Apr 03, 2024, 11:46 AM

For more information on LEXZUR, reach out to us at [help@lexzur.com](mailto:help@lexzur.com)

Thank you!