

# How to customize discounts and terms related to Invoices per Client?

## Objectives

- Customize discounts and terms per client

## Steps

In LEXZUR, you can customize discounts and terms related to the invoices per client.

Go to **Billing Clients View all**. Click on the name of the client whose discounts and terms need to be customized.

The screenshot shows the App4Legal dashboard. The top navigation bar includes 'Dashboards', 'Agile', 'Contacts', 'Matters', 'Tasks', 'Contracts & Documents', 'Reports', 'Time', 'Billing', and 'More'. The 'Billing' menu is highlighted, and a dropdown menu is open, showing 'Clients', 'Invoices', 'Expenses', 'Time Entries', 'Suppliers', 'Partners', 'Reports', and 'Advanced'. The 'Clients' option is selected, and a 'View all' button is visible. Below the navigation bar, there is a search bar and a table of clients. The table has columns for 'Client Name', 'Client Type', and 'Related to'. The 'Client Name' column is expanded, showing a list of clients including Jana h, jana hamshou, Baker LTD, Karim ghoché, karim el ghoché, Jennifer Columbus, QWERTY Insurance, nathalia Edwards, Damon Hardy, martin john, Hussein Jardali, Jerard Brown, Jason cameron, saad styles, Henry Thompson, and jimmy white. The 'Client Type' column shows 'Person' for most clients and 'Company' for Baker LTD and QWERTY Insurance. The 'Related to' column shows various IDs and client names.

To apply terms and discounts to any invoice related to this client, click on **Other Details** tab.

The screenshot shows the 'Other Details' tab for client 'martin john'. The client's ID is PER00000028. The client type is 'Person' and the trust is '0.00 USD'. Below the client information, there are tabs for 'General Info', 'Other Details', 'Attachments', and 'Partner Shares'. The 'Other Details' tab is selected. In this tab, there are two input fields: 'Terms' with a value of '30 Days' and 'Discount (%)' with a value of '10'. Both fields have a question mark icon next to them. A 'Save' button is located below the input fields.



Discounts must be enabled at the invoice level.

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

Thank you!