

How to Customize Invoice Email Template

Objectives:

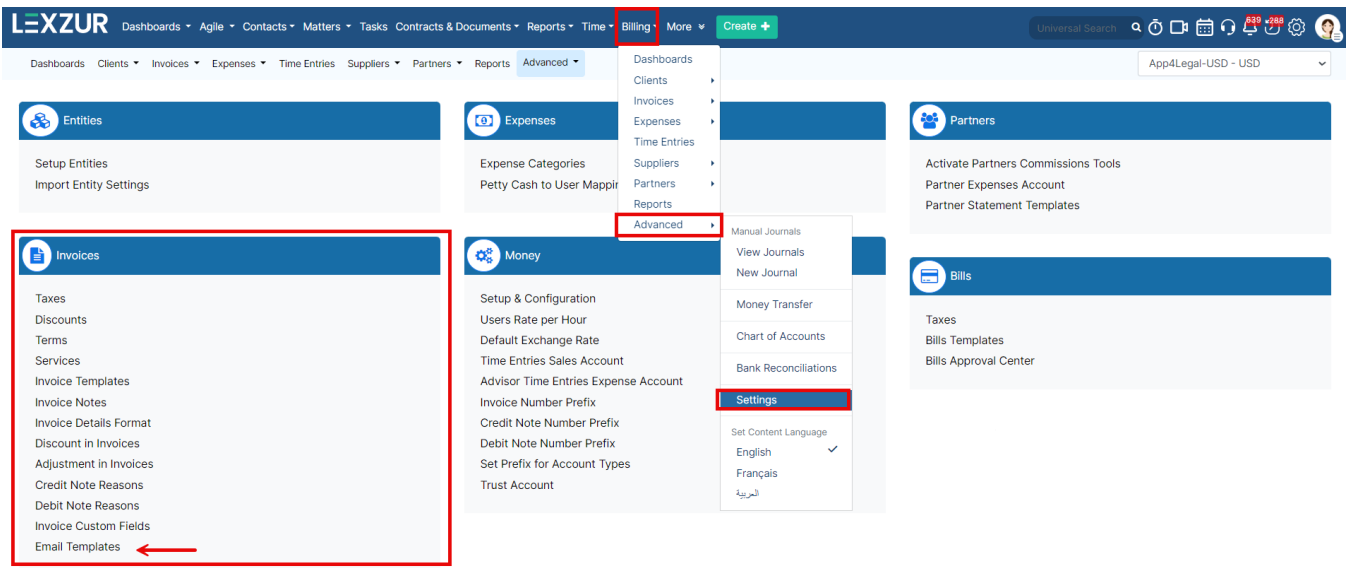
- Create Invoice Email templates, predefine the Subject, Message, etc....

Steps:

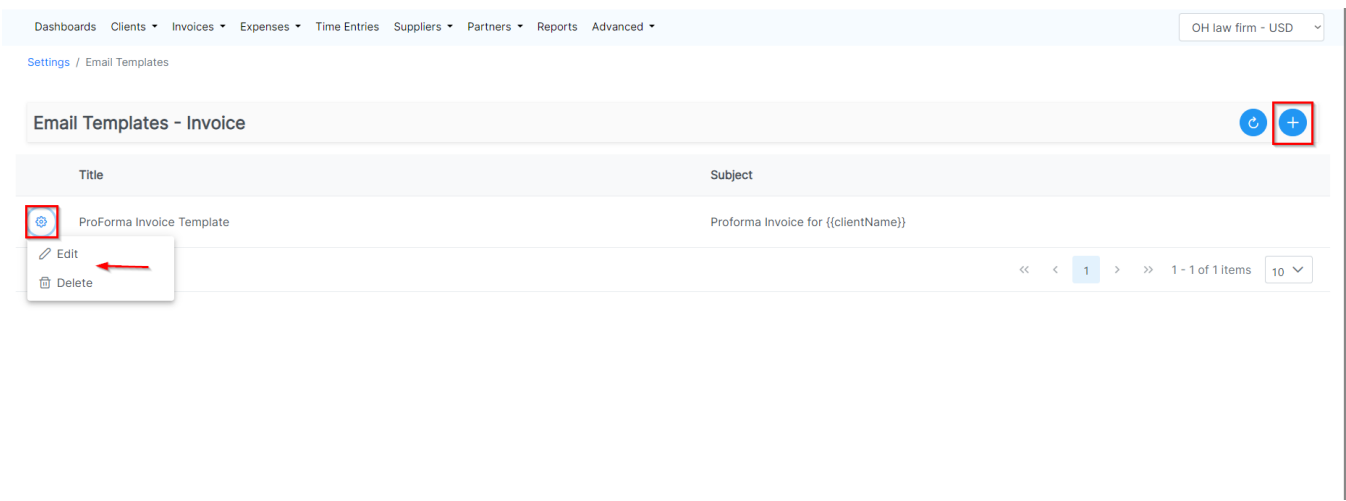
Users can now customize the email templates for sending emails in Invoices, Matters, Cases, and Contracts.

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.

New Message

Final Invoice Template

+Add Template

To

Final Invoice for Labbini LLC

Cc | Bcc

Dear Labbini LLC,

Kindly find below the final invoice to be paid with its details.

4,200.00

Legal opinion for Labbini LLC

2023-11-09

Best regards,

Normal

B I U

Link

Text

Code

Quote

Align

Indent

Outdent

Decrease Indent

Increase Indent

Undo

Send

Attach

Delete

Send

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!