

Invoice

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QUOTES

Template:

Standard Invoice (Request)

Invoice No: JSA-123456789

Company Name: Purrige Ltd

Invoice Date: 11/08/2019

Address: 44 High St, London E14

Billing Date: 11/08/2019

Invoice To: David Brown

Item	Net	VAT	Gross
Start up fee	1000	0.00	1000.00
1st 12 month fee	140	0.00	140.00
Catering	200	0.00	200.00
1st fee	400	0.00	400.00
1st 12 month fee	400	0.00	400.00
TOTAL:		0.00	2140.00

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SEND INVOICE EMAIL

SEND

Sending the invoice from Leon

Leon allows to send invoices to clients from the **REQUESTS/QUOTES** panel.

Before using this option you need to configure [EMAIL TEMPLATES](#) for the invoice. You can define as many email templates for Invoice as necessary. Once it's all set up edit the Quote, click a button **INVOICE** and Leon will show a pop-up window with auto-populated data from Email Templates, according to the template selected in this window (see below).

Email template

Standard

VIP

French

Leon does not create an invoice itself - you need to manually attach the document. In the future we will add a possibility to generate an invoice straight from Leon.

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