

### ***Checklist for Invoice (short example)***

#### **1. Customer information**

- ☐ *Customer input field placeholder must include the text- Name, email address or phone number*
- ☐ *Customer field*
  - 1. Letter
  - 2. Number
  - 3. Special characteristics
  - 4. Field length

#### **2. Invoice details**

- ☐ *Invoice input field placeholder must include the text- Optional*
- ☐ *Invoice title field*
  - 1. Letter
  - 2. Number
  - 3. Special characteristics
  - 4. Field length
- ☐ *Invoice ID input field placeholder must include the text- Invoice ID*
- ☐ *Invoice ID field*
  - 1. Letter
  - 2. Number
  - 3. Special characteristics
  - 4. Field length
- ☐ *Message ID input field placeholder must include the text- Message*
- ☐ *Message field*
  - 1. Letter
  - 2. Number
  - 3. Special characteristics
  - 4. Field length
- ☐ *Frequency field*
  - 1. Radio button which called - 'One-time'
  - 2. Radio button which called - 'Recurring'
- ☐ *Send field*
  - 1. Pop-up calendar
    - Immediately
    - In 7 days
    - In 14 days
    - In 30 days
    - End of this month
- ☐ *Due field*
  - 1. Pop-up calendar
    - Due today
    - Upon receipt
    - In 7 days
    - In 14 days

#### **3. Line items**

- ☐ *Item input field placeholder must include the text- Add item*
- ☐ *Item field*

1. Letter
2. Number
3. Special characteristics
4. Field length

☐ *Quantity field*

1. Letter
2. Number
3. Special characteristics
4. Field length

☐ *Price field*

1. Letter
2. Number
3. Special characteristics
4. Field length
5. Rounding

☐ *Total field*

1. Quantity \* Price
2. Disable (You can't change total amount by hands)

#### 4. Preview

- ☐ *Preview works after filling in the fields*

#### 5. Save as Draft

- ☐ *Draft works after filling in the fields*

#### 6. Send

- ☐ *Send works after filling in the fields*

### New invoice

#### Customer information

Customer	Name, email address or phone number
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#### Invoice details

Invoice title	Optional		
Invoice ID	Invoice ID		
Message	Message		
Frequency	One-time <span>▼</span>		
Send	Immediately	Due	Due today

#### Line items

Item	Quantity	Price	Total
1 <span>▼</span> <a href="#">Customize</a>	1	\$5.00	\$5.00
Add item			
<a href="#">Add discount</a>			
Subtotal			\$5.00
Tax <span>①</span>			\$0.00
<b>Total</b>			<b>\$5.00</b>
<a href="#">Add payment schedule</a>			

Send

Immediately

Due

Due today

Line items

Item

Add item

<March 2021>

Immediately

SMTWTFSS

In 7 days

21222324252627

In 14 days

28123456

In 30 days

78910111213

End of this month

14151617181920

21222324252627

28293031123

Due

Due today

<March 2021>

Upon receipt

SMTWTFSS

In 7 days

21222324252627

In 14 days

28123456

In 30 days

78910111213

14151617181920

21222324252627

28293031123