Checklist for Invoice (short example)

1.	Customer information						
	 Customer input field placeholder must include the text- Name, email address of phone number 						
	☐ Customer field						
	1. Letter						
	2. Number						
	3. Special characteristics						
	4. Field length						
2	Invoice details						
۷.							
	☐ 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						
	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						
	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						

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								
Special characteristics								
4. Field length								
☐ Quantity field								
1. Letter								
2. Number								
Special characteristics								
4. Field length								
☐ Price field								
1. Letter								
2. Number								
Special characteristics								
4. Field length								
5. Rounding								
☐ Total field								
Quantity * Price								
2. Disable (You can't change total amount by hands)								
4. Preview								

☐ Preview works after filling in the fields

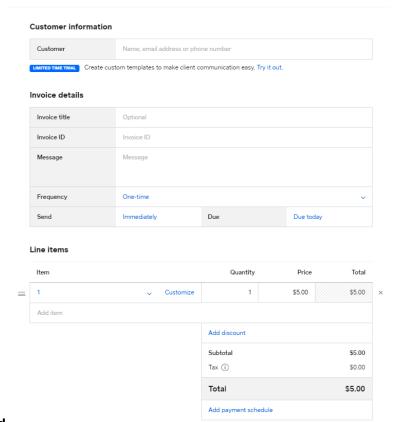
☐ Draft works after filling in the fields

☐ Send works after filling in the fields

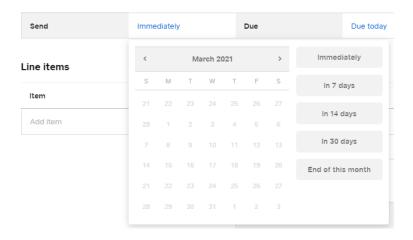
5. Save as Draft

6. Send

New invoice



Send



		Due		Due today			
< March 2021						>	Upon receipt
S	М	Т	W	Т	F	S	In 7 days
21	22	23	24	25	26	27	In 14 days
28	1	2	3	4		6	III 14 days
7		9	10	11	12	13	In 30 days
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29		31	1	2	3	