

### ***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 ⓘ			\$0.00
Total			\$5.00
<a href="#">Add payment schedule</a>			

## Send

Send	Immediately	Due	Due today
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### Line items

Item
Add item

<

March 2021

>

S	M	T	W	T	F	S
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Immediately

In 7 days

In 14 days

In 30 days

End of this month

Due

Due today

< March 2021 >

S

M

T

W

T

F

S

21

22

23

24

25

26

27

28

1

2

3

4

5

6

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15

16

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18

19

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21

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24

25

26

27

28

29

30

31

1

2

3

Upon receipt

In 7 days

In 14 days

In 30 days