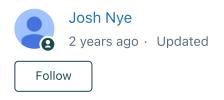


# Set a Customer to Receive a Copy of Every Invoice with Their Statement

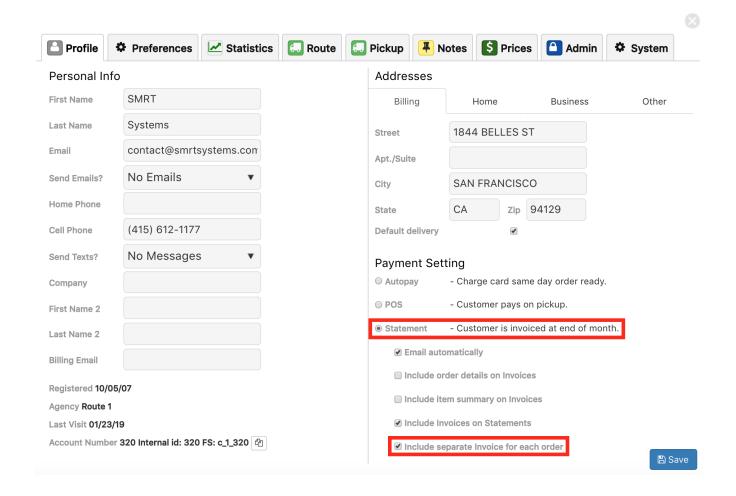


Sometimes customers require that you send them a separate copy of each order in addition to their statement. Follow the steps below to configure their account so that the system does this automatically for you.

- 1. Open the customer's account.
- 2. Click on their name.
- 3. Change their Payment Setting to Statement.

Help

# 4. Select the "Include separate Invoice for each order" option.



## 5. Click Save.

The system will now include a separate page for every order on their statement.



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