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

**Josh Nye**

2 years ago · Updated


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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.

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



Profile Preferences Statistics Route Pickup Notes Prices Admin System

Personal Info

First Name

SMRT

Last Name

Systems

Email

contact@smrtsystems.com

Send Emails?

No Emails ▼

Home Phone

Cell Phone

(415) 612-1177

Send Texts?

No Messages ▼

Company

First Name 2

Last Name 2

Billing Email

Registered 10/05/07

Agency Route 1

Last Visit 01/23/19

Account Number 320 Internal id: 320 FS: c\_1\_320

Addresses

Billing

Home

Business

Other

Street

1844 BELLES ST

Apt./Suite

City

SAN FRANCISCO

State

CA

Zip

94129

Default delivery

☒

Payment Setting

☐ Autopay

- Charge card same day order ready.

☐ POS

- Customer pays on pickup.

☒ Statement

- Customer is invoiced at end of month.

☒ Email automatically

☐ Include order details on Invoices

☐ Include item summary on Invoices

☒ Include Invoices on Statements

☒ Include separate Invoice for each order

Save

## 5. Click Save.

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



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