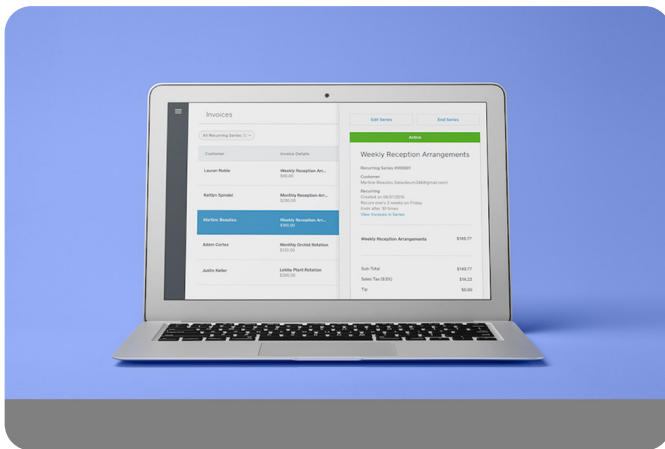


How to Set Up Recurring Invoices



Get paid faster with recurring invoices — they're always free with Square Invoices. Learn how to set up automated invoices to get paid on time, every time.

BY KAITLIN KEEFER APR 28, 2022 — 8 MIN READ

OPERATING YOUR BUSINESS

CASH FLOW



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Frequently asked questions about Square's recurring invoices feature

Did you know you can set up recurring invoices to automatically get paid each month, week, day, or year? There's no need to chase down clients for late payments, take cards over the phone, or re-

enter the same information month after month. It's billing made simple. [Invoices](#), including recurring invoices, are always free to send, and you can send them right from our [invoicing app](#).

Recurring invoices definition

Recurring invoicing, allows a merchant to charge a customer's credit card for goods or services on a prearranged, recurring schedule. Recurring invoicing requires obtaining a one-time consent from the cardholder to charge the credit card on file on an ongoing basis until the cardholder withdraws permission.

Set up a recurring series

Not sure how to set up a recurring series? It's simple to set up, so you can get paid fast and get back to the more interesting parts of running your business. Not a Square seller yet? [Sign up for your free account here](#) to set up an unlimited amount of recurring series for free — only pay for invoices that are paid.



Save
time
with
business
tools
that
work
together
— and
work for
you

[Learn more](#)



From Your Online Square Dashboard:

- 1 Go to **Invoices** in your online [Square Dashboard](#).
- 2 Select on the **Recurring series tab > Create recurring series**
- 3 **Customer information:** Select an existing customer, or enter a new name and email address

or phone number.

- 4 Invoice details:** Add custom invoice details, such as a title, custom invoice ID to match your records, a message, and an optional date of service.
- 5 Recurring schedule:** Select how often the recurring invoice will be sent. You can include a custom start date, end date, and recurring invoice due date.
- 6 Automatic payments:** If you'd like to let your customer opt in for [Automatic Payments using Card on File](#), toggle Allow Automatic Payments on. This gives your customers the option to securely save their payment card on file and be charged automatically on the due date of each invoice within the recurring series.
- 7 Line items:** You may add items from your [item library](#). Once added, you may adjust the quantity or customize by adding a note or tax. To add a discount to the entire recurring invoice, click "Add

