

# Invoices and Receipts🔗

Order Invoices serve two purposes in Infusionsoft: they are used to request payment for unpaid orders and are sent as a receipt for paid orders.

## There are two options for Invoices and Receipts

Enable Payments Invoice & Receipt	Legacy Invoice & Receipt
Can pay online	Cannot pay online
No Customization	Can Customize Template (drag and drop & Custom coding)
<a href="#">Click Here for more information</a>	<a href="#">Click Here for more information</a>

## Order Invoices are emailed when:

- The "Email the invoice to the customer upon successful payment" is checked at the bottom of a Order Record.

**Payment Plan**  
  
Auto Charge: Yes [\[View Payment Attempt History\]](#)  
  
☒ Email the invoice to the customer upon successful payment  

Pmt #	Status	AmtDue
Pmt 1	Unpaid (Auto)	\$560.00

- The "Email receipts/invoices upon successful payment?" through E-Commerce > Settings > Orders is checked.

## Orders

**Order Settings**

- Product
- Orders**
- Quotes & Invoices
- Sales Tax

**Countries**

**Billing**

- Default Co
- Currency L
- Payment

Default Num Days Between Retries.

Show Payment Interface in Orders Tab Yes ☐ No ☒

Default Days To Wait Before Autocharging

Email receipts/invoices upon successful payment? Yes ☒ No ☐

Reset failed autocharge attempt Yes ☐ No ☒

counters when Credit Card changes?

Don't autocharge invoices that have

- You can also [manually](#) send an invoice when a customer requests it or if you are not automatically sending invoices upon successful payments.

Auto Charge: Yes [\[View Payment Attempt History\]](#)

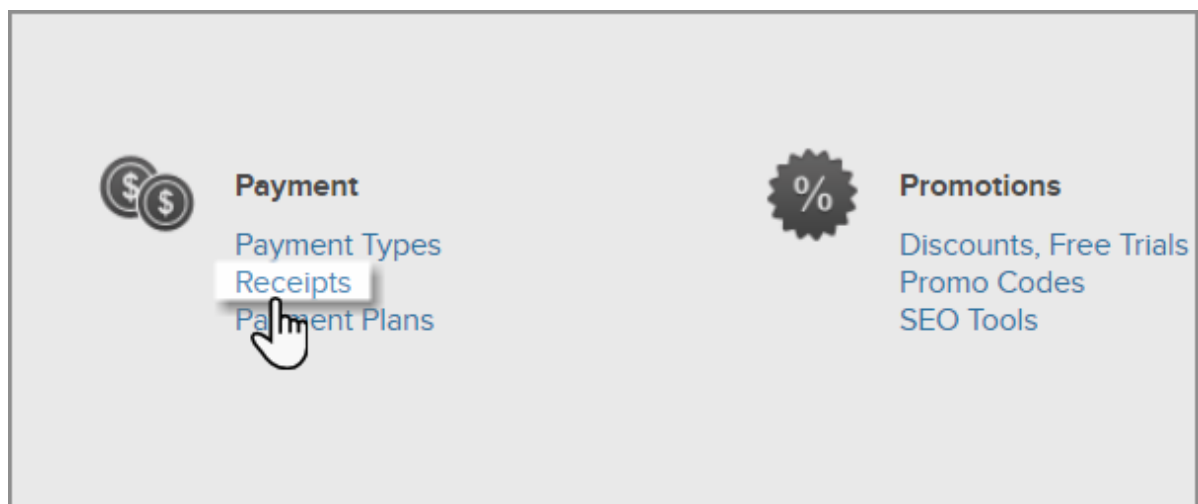
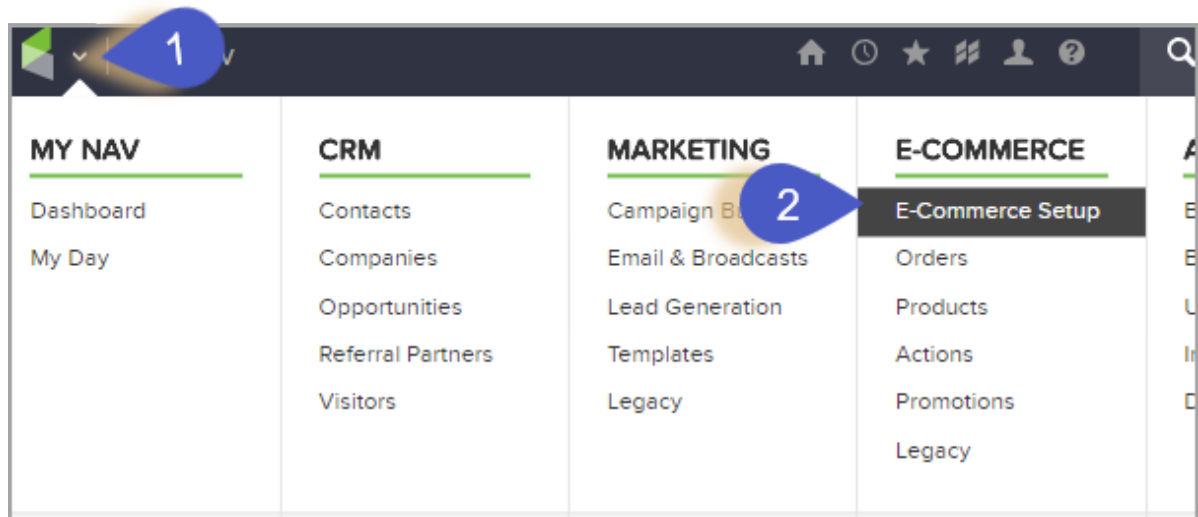
☐ Email the invoice to the customer upon successful payment

Pmt #	Status	AmtDue
Pmt 1	Unpaid (Auto)	\$560.00

Order Receipt are emailed automatically when:

Order Receipts are sent **only** when a purchase is made through a **Shopping Cart** or **Order Form**. However, payments made through the Invoice is considered a **Order Form** and will trigger the Receipt. Click [HERE](#) to find out more about receipts sent when Payments by invoice is enabled.

- The **Receipts** is checked through E-Commerce > E-Commerce Setup > Payment Options > Receipts.



## Receipts

[« Back to E-Commerce Setup](#)



☒ Email a receipt to customers after they buy

Edit the receipt template below to customize the look and feel of the receipt. You c

Select a receipt to edit

Default Receipt

[Preview Receipt](#)

- The "Email receipts/invoices upon successful payment?" through E-Commerce > Settings > Orders is checked.

Default Num Days Between Retries.	2
Show Payment Interface in Orders Tab	Yes <input type="radio"/> No <input checked="" type="radio"/>
Default Days To Wait Before Autocharging	2
Email receipts/invoices upon successful payment?	Yes <input checked="" type="radio"/> No <input type="radio"/>
Reset failed autocharge attempt	Yes <input type="radio"/> No <input checked="" type="radio"/>
counters when Credit Card changes?	
Don't autocharge invoices that have	12 months