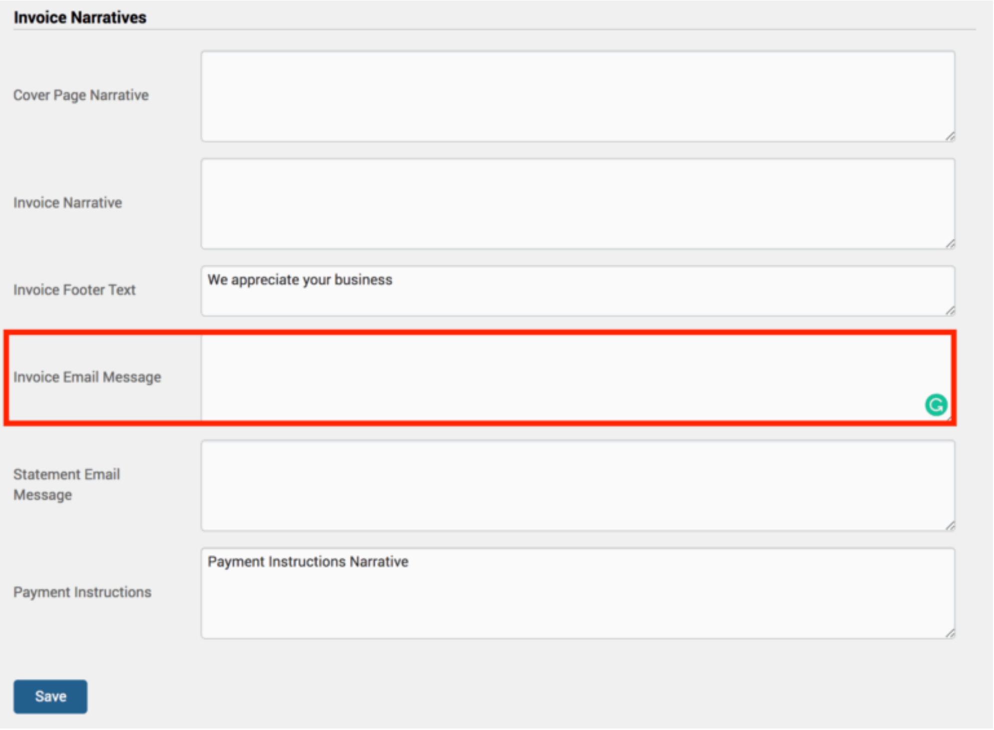
Tip of the Week: Invoice Email Message

Communication is key. The way you communicate with your clients reflects your relationship with them. You want to be as clear and accurate as possible while maintaining consistent language for your business. That's why email messages are important. You want to make sure you have the right information and tone conveyed in the main body text of your emails to your clients. This week's Tip of the Week walks you through where to specify this text.

First of all, there are firm-wide settings available so that every invoice email sent out contains the same text. To set up a firm-wide invoice email message, click under the **Clients>Settings>Invoice Settings** tab. Scroll to the bottom and specify the text under the '**Invoice Email Message**' field.



Now, you might have certain Clients or Matters that need their own personalized invoice email messages for whatever reason. You can set these up under the individual Client/Matter. Just click under **Clients>Clients & Matters>[Client/Matter name]>Invoice Settings** tab. Again, scroll to the bottom to set it up.

If you'd like TimeSolv support for more help in understanding invoice email messages, please call 1.800.715.1284 or Contact support!

Contact support