

# Tip of the Week: Invoice Narratives

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The choice of language that appears on Client invoices is a necessary part of your firm's brand and how your clients perceive you and your firm. That's why on this week's Tip of the Week we want to help you make sure the narratives on your invoices are consistent and clear.

TimeSolv gives you maximum flexibility when it comes time to create the language of your invoice. You can set up global narratives that will become the default language on your invoices. Simply head under **Clients>Settings>Invoice Settings** and scroll to the bottom of the screen to the '**Invoice Narratives**' section. You'll see all the options for what appears on the invoice including the cover page narrative, invoice narrative, invoice footer text, the invoice email message (the main body of the email text), statement email message, and finally any payment instructions you may want to include.

Invoice Narratives

Cover Page Narrative

Cover Page Narrative

Invoice Narrative

Right under the Re: line

Invoice Footer Text

Language for footer

Invoice Email Message

Please pay:

Statement Email Message

Payment Instructions

NEW Payment Instructions: Payable to ABC Co.  
Wiring Instructions:  
Account Name: NS  
Account #: 123456789

Save

You may want to customize the narratives by the Client or even a Matter. You can override the global Invoice Narratives under **Clients>Clients & Matters>[Client or Matter name]>Invoice Settings** tab. What's more, users can even customize individual invoices if needed. When you edit a draft invoice, you'll see the **Narratives** tab where you can do a final override of anything you've set at the Client, Matter, or global level.

If you'd like to contact TimeSolv support for help, please call 1.800.715.1284 or Contact support!

[Contact support](#)