### Invoice reminders

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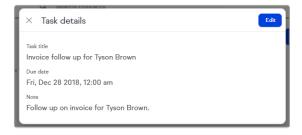
Tags: Keap-Pro Keap-Lite Keap-Max

As a small business owner, it's hard to keep track of which clients you've sent an invoice to, and then remember to follow-up with clients that haven't yet paid. Keap now helps you follow-up, by sending you reminders and getting that email started.

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#### How it works

- 1. You send an invoice to your client
- 2. Three days before the invoice is due, the contact is sent an email reminder if they have not paid
- 3. On the day the invoice is due at 12pm, the contact is sent another email reminder if they have not paid
- 4. Two days after the invoice is due, if the invoice still has not been paid, then another email reminder is sent to the contact and a task will also be created to follow up.



**Note**: At this point, the automation is complete and no more email reminders will be sent.

### **FAQ**

## Can I turn off automatic reminders? Can I customize the email reminders that go out?

Yes, you can configure your reminders using the Invoice Reminder template in Easy Automations.

Will I receive a reminder email for invoices that I created but did not send? No, auto-reminders are only sent for invoices that have been sent, but not viewed or paid.

# If I get an email reminder about an invoice, does my client also get automatically reminded?

No, this is only a reminder for the Keap app owner (the first user that signed up for Keap).

### Do I have to send the email reminder to my client?

No, you can choose to not send the email to your client.