

Keap Mobile: Invoices

This article applies to:

[Install Keap Mobile](#) to your iOS or Android device

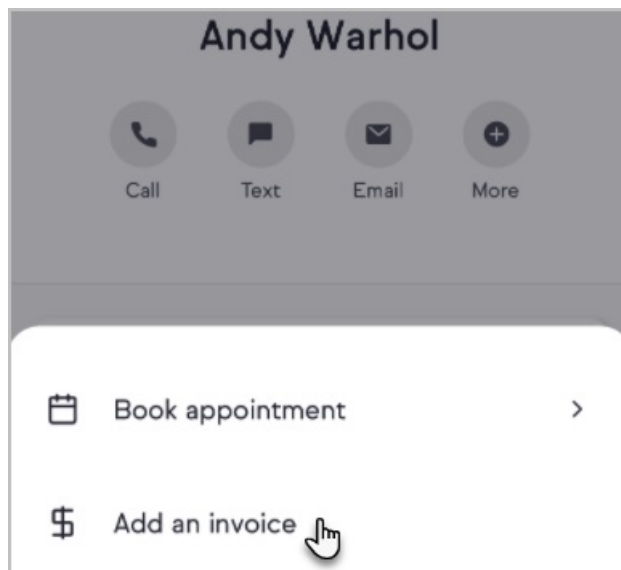
Don't wait until you get back to your desk to request payment. Send invoices and collect payment on the go so you can get paid right away while it's top of mind for you and your clients.

Add an invoice to a contact

You can add an invoice in any of three ways in your mobile app.

From a contact

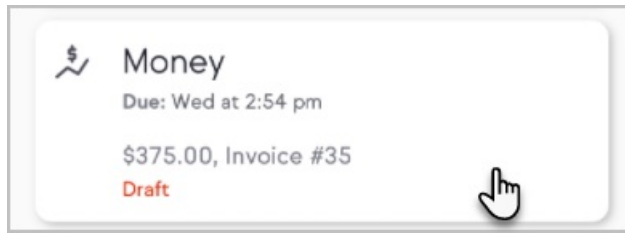
1. Navigate to a contact
2. Tap the **More** button
3. Tap **Add an invoice**



From a contact's activity

Note: This method requires an invoice to have already been sent to or drafted for the selected contact

1. Navigate to a contact
2. Tap the **Money** card in the activity feed

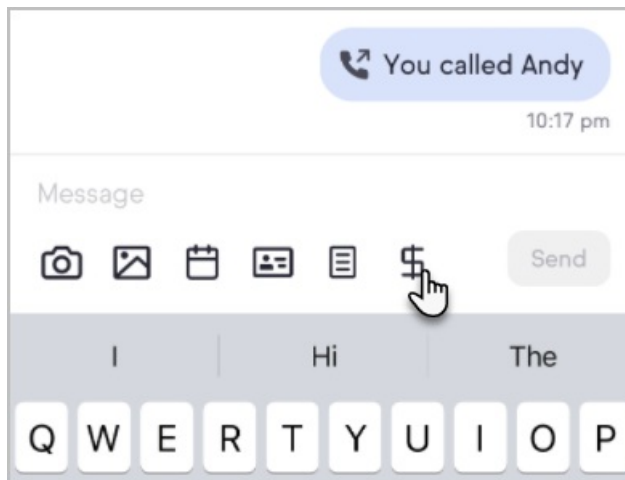


3. Tap the + button in the top-right corner

From a Keap Business Line communication thread

Note: This method requires [Keap Business Line](#)

1. Navigate to a communication thread
2. Tap the \$ button



Customize an invoice

After adding an invoice to a contact, you will be able to customize the invoice.

Cancel **New invoice** Next
 Andy Warhol

Items
[Add a line item](#)

Due date
 In 7 days - Oct 5, 2020

Customer notes

Thank you for your business!

Accept online payments

Credit cards

PayPal

1. Tap **Add a line item** to create a new product or select from your existing products
2. After selecting a product, edit the price and quantity as needed

Add line items Done
 Total \$375.00

[+ Create new item](#)

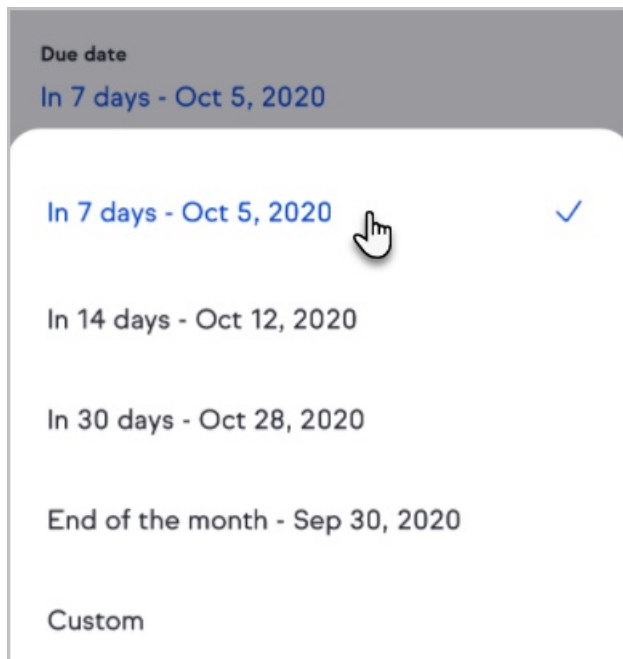
✓ **Initial Project Scoping**
 Hourly rates are calculated in whole h...

✓ **Content Writing**

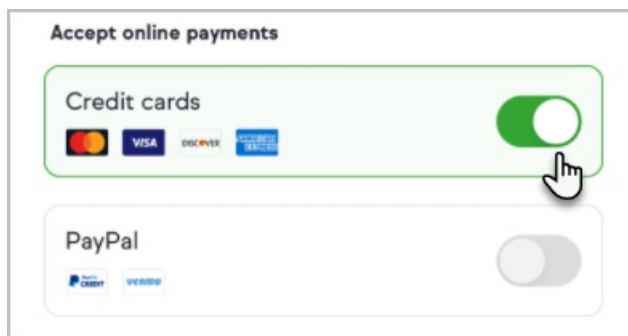
Basic content creation for websit...

Price	Quantity	Total
\$75.00	5	\$375.00

3. Tap the pencil icon to edit a product's name or description for this invoice
Note: Changes to a product will only apply for the current invoice and will not change the product permanently.
4. Select a due date

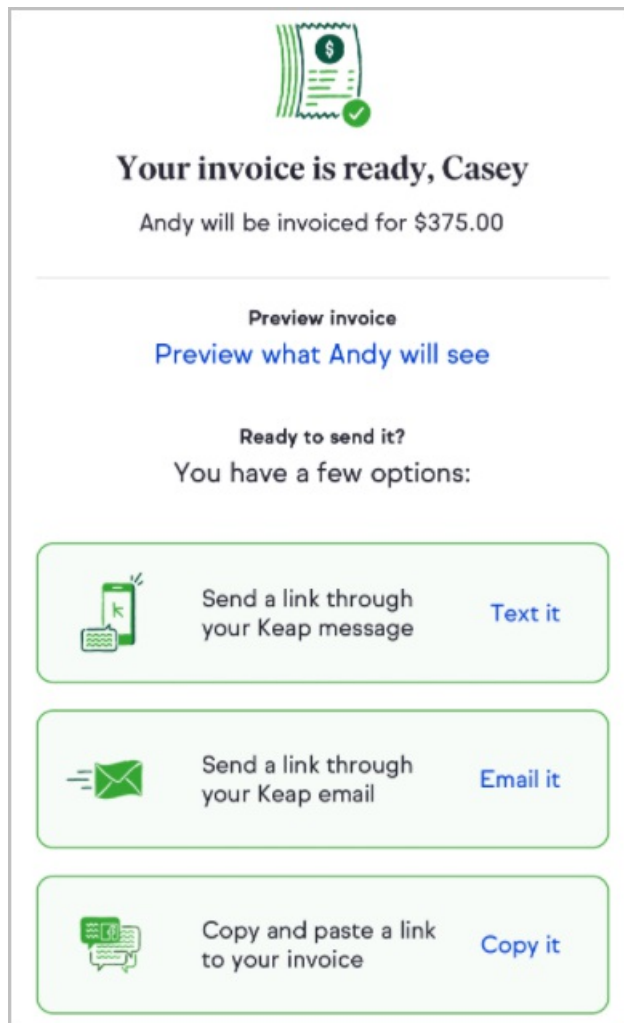


5. Enter any customer notes to send to the client
6. Select a payment method. Credit card payments allow clients to pay using their card, while PayPal enables clients to pay using their PayPal or Venmo account.



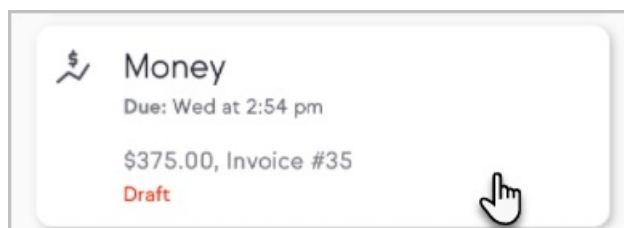
Note: Learn about Keap's online payment options [here](#)

7. Tap **Next** in the upper-right corner to continue
8. Invoices can be sent in three ways: via email, copying and sharing the link outside of Keap, or through a Keap Business Line text message



Edit an invoice draft

1. Navigate to a contact with an existing invoice draft
2. Tap the **Money** card in the activity feed



3. Select the invoice to edit
4. Tap the Edit button