

Add recurring charges to an invoice


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Add a recurring charge to an invoice

1. [Create an invoice](#) and add at least one line item to the invoice
2. Click the menu button at the end of the product line

Price	Quantity	Total
<input type="text" value="80"/>	<input type="text" value="1"/>	\$80.00 

3. Click **Edit**

Quantity	Total
<input type="text" value="1"/>	\$80.00 

Edit

Delete

4. Click **Recurring**

Creation of materials

Price* 80 Quantity* 1

One-time Recurring

- Set the billing frequency and when recurring payments should end
Note: You can edit the start date on the invoice page

How often do you want to invoice this line-item?

Yearly Monthly Weekly Daily

Start date: April 8, 2021 ⓘ

When should payments end?

After 12 times

- Click **Save line item**

When should payments end?

After 12 times

This item will be auto-charged on the 8th of every month for 12 months, beginning on Apr 8, 2021 and ending on Mar 8, 2022.

Save line item Cancel

Change the start date for recurring charges

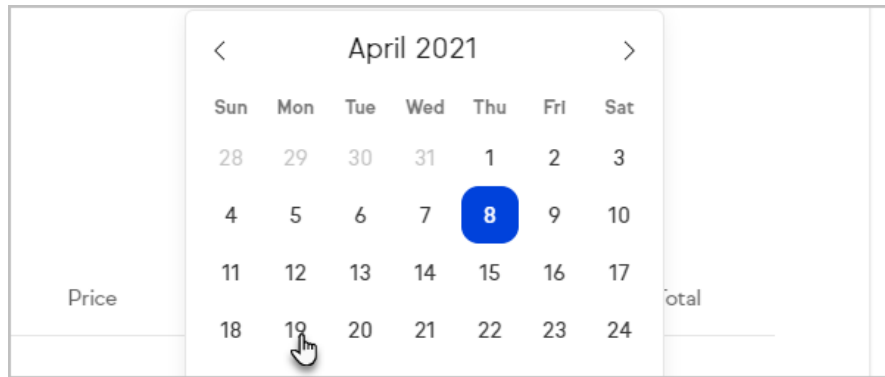
- Add a recurring line item to an invoice
- Click the start date at the top of your invoice

Billed to

Mia Anderson
miaanderson@mailinator.com
+ Add invoice address

Start date
Apr 8, 2021

3. Select a new start date



FAQs

Can I add recurring line items to a regular invoice?

Yes, you can create a standard invoice and add recurring line items to it without having to start over with a recurring invoice.

Can I send payable invoices on a schedule instead of automatically charging my clients?

No, any recurring line items will be automatically charged on the set schedule when you create your invoice. Your client's card will be charged regularly according to the schedule outlined in the invoice.

Can I have multiple recurring items and multiple one time items on the same invoice?

Yes, you can have as many recurring items and one time items on the same invoice as you need. Your recurring items can have different frequencies as well - so one product can be charged monthly, the other weekly, etc.

What happens after I send an invoice with a recurring line item(s)?

Your sent invoice will be shown on your Invoices tab and will include each recurring line item.

What happens when my client pays an invoice that includes recurring line items?

The invoice will be marked as paid and will create a recurring payment in the Recurring tab of your Money page. You can manage the details for any active recurring payments from this Recurring tab. If your invoice had multiple recurring line items, each one will appear as separate recurring payment.

What happens when a recurring line item is due to charge my client?

When a recurring item charges your client it will create a new invoice in your Invoices tab. In the Recurring tab, you can click the recurring payment and will see an entry in the "Payments received" section of the window.

What happens if one of my recurring charges fails?

If a recurring charge fails, you will see a notice on your list of recurring payments that one of your recurring payments requires attention. You can get more information on the failure by clicking that recurring payment.

A draft invoice will be created for the attempt that was not successful, and you can resend that draft invoice to collect payment for the missed charge. You may need to update the credit card details in that recurring payment if payments continue to fail.

