

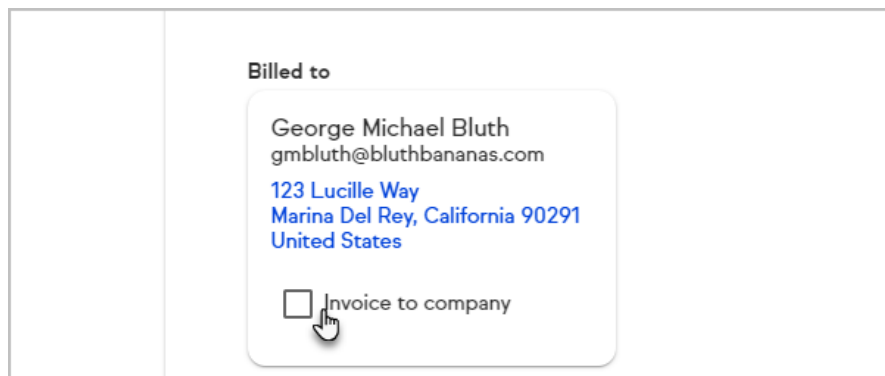
Send a quote or invoice to a company

This article applies to:

Keap's quotes and invoices include an option for you to address the request to a contact's company instead of the individual receiving the quote or invoice. Your quote or invoice will display the company's information in the "Billed to" section and be sent to your contact at the company so you can collect payment.

When sending a quote or invoice to a company, activity for the quote or invoice will be displayed on the contact record of the contact the request was sent to, not on the associated company record.

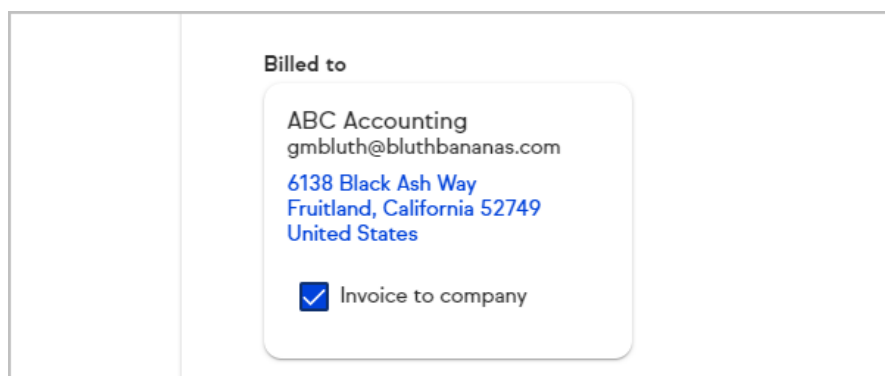
1. Create a quote or invoice
2. Select a contact to send the quote or invoice to
3. Click the **Quote/Invoice to company** checkbox



The screenshot shows a form section titled "Billed to". Inside a rounded rectangle, the following information is displayed: "George Michael Bluth", "gmluth@bluthbananas.com", "123 Lucille Way", "Marina Del Rey, California 90291", and "United States". Below this information is a checkbox labeled "Invoice to company". A mouse cursor is pointing at the checkbox, which is currently unchecked.

4. The company's name and address will be displayed

Note: The quote or invoice will be emailed to the contact you selected in step 2



The screenshot shows the same "Billed to" form section as above, but with different information: "ABC Accounting", "gmluth@bluthbananas.com", "6138 Black Ash Way", "Fruitland, California 52749", and "United States". The "Invoice to company" checkbox is now checked with a blue checkmark.

5. Your quote or invoice will display the company's information in the **Billed to** section

Billed to

ABC Accounting
6138 Black Ash Way
Fruitland, California 52749
United States
