

# Sending a Copy Invoice

There are two methods for getting copy invoices, directly from the Matic Track or from our accounts software Xero.

## Sending from MaticTrack

1. Go to the **Project** you want a copy invoice for
2. Under the invoices section you will see all the invoice related to this Project
3. If an invoice is viewable there will be a "**View Invoice**" button
4. Click the button to view the invoice

Invoices				
SAGE REF	TOTAL	START DATE	INVOICED DATE	OPTIONS
QUO:928011	£18.49	2022-05-20 17:13:38	2022-05-20 00:00:00	Delete View Invoice

5. You can then copy the Invoice URL from the URL Bar

Outstanding bills 13,085.87 GBP

Pay now 22.19 GBP

Save to PDF CSV Xero

**TAX INVOICE**

**maticmedia**

To: [Redacted] Road  
[Redacted] DOM

From: Matic Media Services Limited  
Unit 9-11  
Hagmill Road  
Shawhead Industrial Estate  
Coatbridge  
North Lanarkshire  
ML5 4XD  
UNITED KINGDOM

Account Number  
Invoice Number  
Reference: 112438  
VAT Number: 878098854  
Issued: 20 May 2022  
Due: 19 June 2022, Due in 19 days

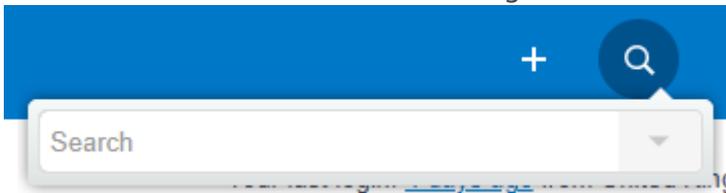
Description	Quantity	Unit Price	VAT	Amount GBP
-------------	----------	------------	-----	------------

6. Or you can download a pdf using the buttons at the top right

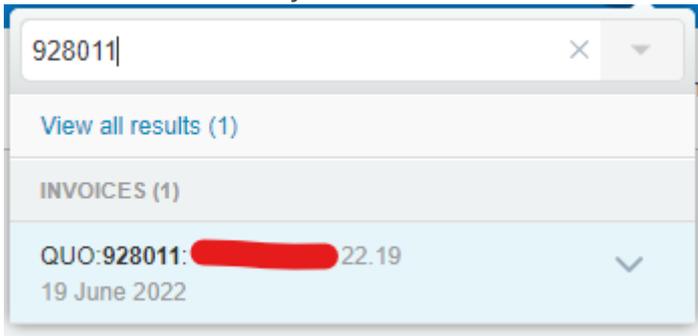


## Sending from Xero

1. Log into Xero
2. Search for the Invoice Number using the search bar



3. Click on the Invoice you want to View



4. To download as a PDF

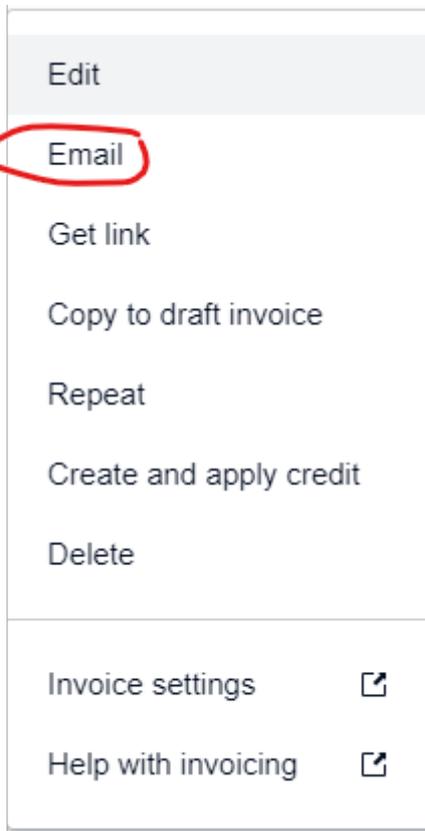


5. To Email directly to customer

1. Click the three vertical dots



2. Click Email



3. Add any additional emails and decide if you want to attach the invoice as a PDF or link to the Xero to view online

## Send invoice



accounting@

Invoice QUO:928011 from Matic Media Services Limited for Linden Signs

Hi Gillian,

Here's invoice QUO:928011 for GBP 22.19.

The amount outstanding of GBP 22.19 is due on 19 June 2022.

View your bill online:

From your online bill you can print a PDF, export a CSV, or create a free login and view your outstanding bills.

If you have any questions, please let us know.

Thanks,

Matic Media Services Limited

Send me a copy

Attach PDF

Cancel

Send

Revision #3

Created 6 May 2022 06:38:12 by Admin

Updated 31 May 2022 11:22:59 by Admin