

Air4media Pilot v10 BETA
ACME Creative Agency OWNER
ACME Creative Agency
Laurent P Groult

Dashboard

Documentation

invoices

\$40,801,616.25

TOTAL REVENUE

\$6,402,470.34

OUTSTANDING

83

OVERDUE

1402

PAID

arch... + Create Invoice

Invoice #	Title	Account	Issue Date	Due Date	Total	Balance Due	Status	Actions
INV-2026-0001	Event Branding Proposal - Sunset Events Group — Deposit (50%)	Sunset Events Group	3/17/2026	3/17/2026	\$10,895.25	\$10,895.25	sent	🔍 📧 📄 🔄 🗑️
INV-2026-0002	Event Branding Proposal - Sunset Events Group — Balance	Sunset Events Group	3/17/2026	3/27/2025	\$10,895.25	\$10,895.25	draft	🔍 📧 📄 🔄 🗑️
ACME-2026-0528	Social Media Mgmt - Riverside Convention Center	Riverside Convention Center	2/4/2026	3/6/2026	\$31,207.50	\$31,207.50	viewed	🔍 📧 📄 🔄 🗑️
ACME-2026-0784	Video Production - Harborview Properties	Harborview Properties	1/5/2026	2/4/2026	\$42,595.50	\$42,595.50	viewed	🔍 📧 📄 🔄 🗑️
ACME-2026-0785	Content Production - Sunset Events Group	Sunset Events Group	1/18/2026	2/17/2026	\$13,578.00	\$0.00	paid	🔍 📧 📄 🔄 🗑️
ACME-2026-0274	SEO Optimization - Vista Wellness Retreats	Vista Wellness Retreats	1/20/2026	2/19/2026	\$39,529.50	\$39,529.50	sent	🔍 📧 📄 🔄 🗑️
ACME-2026-0275	Print Design - Meridian Tech Solutions	Meridian Tech Solutions	2/27/2026	3/29/2026	\$29,127.00	\$0.00	paid	🔍 📧 📄 🔄 🗑️
ACME-2026-0276	Brand Guidelines - Vista Wellness Retreats	Vista Wellness Retreats	1/6/2026	2/5/2026	\$30,769.50	\$30,769.50	draft	🔍 📧 📄 🔄 🗑️
ACME-2026-1044	Copywriting - Meridian Tech Solutions	Meridian Tech Solutions	3/10/2026	4/9/2026	\$40,953.00	\$0.00	paid	🔍 📧 📄 🔄 🗑️
ACME-2026-1812	Event Branding - Meridian Tech Solutions	Meridian Tech Solutions	2/22/2026	3/24/2026	\$6,460.50	\$6,460.50	draft	🔍 📧 📄 🔄 🗑️
ACME-2026-0533	Print Design - Bloom & Flourish Florals	Bloom & Flourish Florals	2/6/2026	3/8/2026	\$28,251.00	\$28,251.00	viewed	🔍 📧 📄 🔄 🗑️
ACME-2026-1045	Training Workshop - Sunset Events Group	Sunset Events Group	1/31/2026	3/2/2026	\$20,148.00	\$0.00	paid	🔍 📧 📄 🔄 🗑️
ACME-2026-1557	App Design - Luxe Brand Studios	Luxe Brand Studios	12/31/2025	1/30/2026	\$38,982.00	\$38,982.00	overdue	🔍 📧 📄 🔄 🗑️
ACME-2026-0279	Brand Guidelines - Golden State Catering Co.	Golden State Catering Co.	2/25/2026	3/27/2026	\$40,296.00	\$0.00	paid	🔍 📧 📄 🔄 🗑️
ACME-2026-0535	Social Media Mgmt - Pacific Coast Hospitality	Pacific Coast Hospitality	12/31/2025	1/30/2026	\$23,761.50	\$23,761.50	overdue	🔍 📧 📄 🔄 🗑️

Showing 1 to 15 of 624 records
Previous **1** 2 ... 42 Next

Invoices

Create, send, and track invoices for your clients — including one-time and recurring billing on autopilot.

Key Features

- **Invoice Builder:** Add custom line items, products from your catalog, or pre-built packages with name, description, quantity, unit, and price
- **Automatic Numbering:** Invoices are numbered sequentially (e.g., INV-2026-0001)
- **Multi-Currency:** Bill in USD, EUR, GBP, CAD, or AUD
- **Discounts & Tax:** Apply fixed or percentage discounts; set a tax rate on taxable items
- **Payment Methods:** Accept Stripe, bank transfer, check, PayPal, or cash
- **Public Payment Link:** Share a secure link so clients can view and pay — disable it anytime
- **Payment Recording:** Log partial or full payments with method, reference, and notes
- **Payment Reminders:** Send a quick payment request email from any unpaid invoice without re-sending the full invoice
- **Recurring Invoices:** Auto-generate invoices weekly, bi-weekly, monthly, quarterly, semi-annually, or annually
- **Renewal Reminders:** Automatically email clients 3, 7, 14, or 30 days before a recurring invoice is due
- **Project & Contract Linking:** Attach invoices to a project or contract for better organization
- **Dashboard Stats:** See total revenue, outstanding balance, overdue count, and paid count at a glance

How to Use

Create an Invoice

1. Click **New Invoice**, then select the client account — for example, one of ACME Creative Agency's active clients — and an optional contact
2. Set the title, issue date, and due date
3. Add line items using the **Custom Item**, **Product**, or **Package** buttons
4. Apply a discount and/or tax rate if needed
5. Choose which payment methods to accept
6. Optionally link to a project or contract and fill in billing info

7. Add internal notes or client-facing terms, then click **Save Invoice**

Send an Invoice

1. Open the invoice and click **Send** to email it to the client
2. Or click **Mark as Sent** if you sent it another way
3. Share the public link — the invoice moves to **Viewed** once the client opens it

Record a Payment

1. Open the invoice and click **Record Payment**
2. Enter the amount, date, method, and an optional reference or note
3. Save — the status updates automatically (Partially Paid → Paid)

Set Up Recurring Billing

1. Open any invoice and click **Make Recurring**
2. Name the schedule, choose the frequency, and set a start date
3. Enable **Auto-Send** to email invoices to the client automatically
4. Optionally set a renewal reminder (3, 7, 14, or 30 days before each invoice)
5. Save — new invoices generate on schedule without any manual work

Manage Schedules

- Pause, resume, or cancel a recurring schedule at any time
- View all invoices generated from a schedule in one place

Invoice Statuses

Status	Meaning
Draft	Not yet sent — can be edited or deleted
Sent	Delivered to the client
Viewed	Client has opened the public link
Partially Paid	Payment received but balance remains
Paid	Fully paid
Overdue	Past due date with an outstanding balance
Cancelled	Closed without payment — can be deleted

Tips

- Use **Duplicate** to copy an invoice for a similar client or project
- Use **Revert to Draft** to edit a sent, viewed, or overdue invoice before resending
- Use **Request Payment** to nudge a client with a reminder email — no need to resend the full invoice
- Use **Copy Link** from the list to grab the public payment link without opening the invoice
- Filter by **Year** or **Status** to quickly find what you need
- Delete draft and cancelled invoices in bulk using the checkbox selection
- Use **Mark as Sent** in bulk to update multiple invoices at once
- The **Outstanding** stat includes all sent, viewed, and partially paid invoices