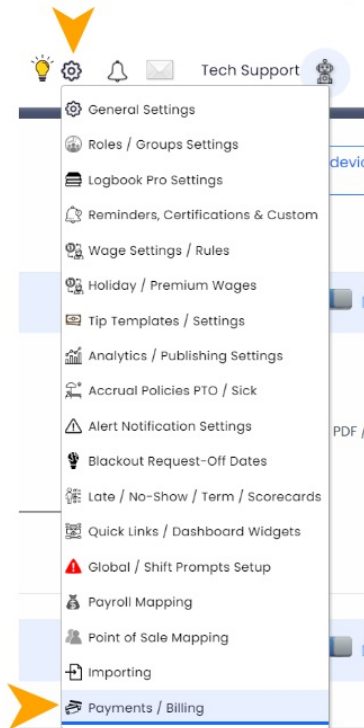


# Print or Email Billing Invoices

Last Modified on 05/19/2023 12:24 pm MDT

## Print or Email Billing Invoices

Go to Gearwheel Menu > Payments / Billing



Monthly invoices will be sent to email addresses entered into the billing screen, as shown below:







### Subscription Plans / Payment Information

Also send payment receipt to (comma separated email list):

test@teamwork.com, test2@teamwork.com, test3@teamwork.com

Save

To Print a Billing Invoice, press the Print icon by the date of payment as shown below:

	Payment Date	Payroll Group	Last 4 of CC/ACH	Active Employee Count
	Mar 16, 2023 10:51am		1007 	13
	Feb 16, 2023 10:51am		1007 	11
	Dec 16, 2022 10:51am		1007 	11

Note: Payments cover the calendar month in which they are billed.

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