

Manually emailing invoice(s)

07/16/2025 9:59 am EDT

SedonaOffice allows users to email an invoice manually. The following steps are needed to email an invoice manually:

- 1. Open the invoice.
- 2. Click on the email icon.
- 3. In the To box, you will submit the email address to which the invoice will be sent.
- 4. The user will have other options, such as which email delivery methods and what to include.

□

Invoice #400003 (Sedona Security)

From

Sedona Email

SedonaEmail @ SedonaOffice.com

Reply To

SedonaEmail @ SedonaOffice.com

To

miguel.gutierrez@boldgroup.com;

Template

Sedona Office Invoice Template 2

Subject

Sedona Security Invoice #400003

Additional Note On This Email

☒ Include Remittance Coupon

☒ Include Statement Detail

☐ Recalculate Late Fees

As of Date 12/27/2024

 Send

 Send & Close

 Cancel

Updated status for 3 items.