How to Create, Customize & Send an Authorize.net Invoice

TacticalPay | Authorize.net Gateway

1 Overview

Authorize.net **Invoicing** lets you email a customer a secure payment link — no terminal and no card number over the phone. It's handy for phone orders, deposits on special orders, layaways, and balances due on gunsmithing work. Set up your invoice design once, then create and send invoices in a couple of minutes.

2 What You'll Need

- **Your Merchant Interface login** at `login.authorize.net`. Changing invoice settings and reminders requires an **Account Owner** or **Account Admin** login.
- **Your business logo** — a JPG, PNG, or GIF file under 1 MB (optional, but it makes the invoice look like yours).
- **The customer's name and email address**, plus the items or services you're billing.

3 Customize Your Invoice (One-Time Setup)

1. **Open Invoicing.** Sign in, then select **Payments > Invoicing** in the left navigation.
2. **Open Settings.** Select **Settings** in the upper-right corner of the Invoicing page.
3. **Customize the look.** Under **Customize Your Invoice**, upload your logo, update your **Business Name**, and pick the header background and font colors.
4. **Customize the email.** Under **Customize Your Email**, enter the message customers see with the invoice. The live preview updates as you go.
5. **Set reminders.** Choose whether Authorize.net sends automatic reminders for unpaid invoices.
6. **Save.** Select **Save** at the bottom of the Settings page.

4 Create & Send an Invoice

1. **Start a new invoice.** From **Payments > Invoicing**, select **+ Create Invoice**.
2. **Enter the details.** Fill in the **Invoice Number** (yours, or let Authorize.net create one), **Description**, **Due Date**, the customer's **Bill To** name, and their email address.
3. **Add items.** Enter an **Item ID**, **Item Name**, **Quantity**, and **Price**. Select **+ Add Item** for more lines — up to 30 per invoice.
4. **Add discount, shipping, or tax** if they apply, and check the calculated total.
5. **Decide on partial payments.** To let the customer pay in installments, check **Allow Partial Payments** below the total and enter a minimum payment. Leave it off when you need the full balance.
6. **Review.** Double-check the customer email, due date, line items, and total.
7. **Send or save.** Select **Send Invoice** to email the payment link, or **Save as Draft** to finish later.

> **Tip:** partial payments work well for layaways and deposits. On a $600 special order with a $100 minimum, the customer can pay it down in as many as six payments — or pay more at any time.

5 Track, Resend, or Cancel

Every invoice you create is listed on the Invoicing page with its status:

STATUS	WHAT IT MEANS
Draft	Saved but not sent yet.
Sent	Emailed to the customer and awaiting payment.
Partial	The customer has made at least one partial payment.
Paid	Paid in full.

STATUS	WHAT IT MEANS
Overdue	Past the due date without full payment.
Canceled	Canceled — the payment link no longer works.

- **Resend** a draft, unpaid, or partially paid invoice from the **Action** column.
- **Cancel** a draft or unpaid invoice from the **Action** column. A canceled invoice can't be resent — create a new one instead.
- **Limits:** invoices bill in your gateway account's currency, and a single invoice can be up to $99,999.99.

Need help? More guides are at `tacticalpay.com/knowledge-base/payments`. For questions on invoicing, email `Support@TacticalPay.com` or open a support ticket at `tacticalpay.com/support` — our in-house, Texas-based team will get back to you.