

# Invoice Notice (1st)

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### Description

This email template is sent based on the values configured for payment reminders and late notices in the [Company > Billing settings](#). Each of the clients' billing contacts will receive this email if any are set, otherwise the primary contact will receive the email. As of Blesta version 3.6.0, the invoice PDF will be attached to the email.

## Supported Tags

The tags described in Blesta are only a list of commonly-used tags, for brevity.

### Edit Email Template Invoice Notice (1st)

English, US

From Name  
Billing Department

From Email  
billing@domain.com

Subject  
Invoice Due: Reminder

Available Tags

```
{contact.first_name} {contact.last_name} {invoice.id_code} {invoice.date_due_formatted} {payment_account.first_name} {payment_account.last_name} {payment_account.account_type} {payment_url} {autodebit} {autodebit_date} {autodebit_date_formatted} {client_url}
```

HTML Text

Source Preview Bulleted List Numbered List Link Unlink Image Table Text Code

B I U S x<sup>2</sup> x<sub>2</sub> I<sub>x</sub> Styles Format Font Size A- A+

Hi {contact.first\_name},

This is a reminder that invoice #{invoice.id\_code} is due on {invoice.date\_due\_formatted}. If you have recently mailed in payment for this invoice, you can ignore this reminder.

[Pay Now](#) (No login required)

Thank you for your continued business!

The tags below are all of those available for this email template. For other email and tag customizations, see [Customizing Emails](#).

| Tag                            | Description                                                      | Notes                                                                             | Version |
|--------------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------|
| {contact.first_name}           | The contact's first name                                         |                                                                                   |         |
| {contact.last_name}            | The contact's last name                                          |                                                                                   |         |
| {contact.email}                | The contact's email address                                      |                                                                                   |         |
| {invoice.id_code}              | The invoice ID                                                   | e.g. 1000                                                                         |         |
| {invoice.date_due_formatted}   | A formatted version of the {invoice.date_due} tag                | The formatting is in the company's Date Format                                    |         |
| {payment_account.first_name}   | The first name of the payment account holder                     |                                                                                   |         |
| {payment_account.last_name}    | The last name of the payment account holder                      |                                                                                   |         |
| {payment_account.type}         | The payment account type                                         | e.g. "checking" for an ACH account, or "amex" for a CC account                    |         |
| {payment_account.type_name}    | The name of the payment account type                             | e.g. "Checking" for an ACH account, or "American Express" for a CC account        | 4.1     |
| {payment_account.account_type} | The category of payment account given                            | "cc" or "ach"                                                                     |         |
| {payment_url}                  | The unique URI for the client to make a payment for this invoice | e.g. <a href="#">domain.com/billing/client/pay/method/1000/?sid=abc1234567890</a> |         |
| {autodebit}                    | Whether or not autodebit is enabled for this client              | i.e. 1 or 0, denoting yes or no, respectively                                     |         |
| {autodebit_date}               | The date the invoice is scheduled to be autodebited              | If not scheduled, the value may be blank or 0                                     |         |
| {autodebit_date_formatted}     | The formatted version of the {autodebit_date} tag                | The formatting is in the company's Date Format                                    |         |
| {client_url}                   | The URI to Blesta's client interface                             | e.g. <a href="#">domain.com/billing/client/</a>                                   |         |

Due to the nature of tag objects containing several fields, many of which are likely irrelevant for use in email templates, but may be useful to you in certain circumstances, an example dump of the tag objects are shown below.

#### The {contact} object

```
stdClass Object
(
    [id] => 2
    [client_id] => 2
    [user_id] =>
    [contact_type] => primary
    [contact_type_id] =>
    [first_name] => First
    [last_name] => Last
    [title] =>
    [company] => Company Co.
    [email] => first.last@domain.com
    [address1] => 123 Main St.
    [address2] =>
    [city] => City
    [state] => CA
    [zip] => 90001
    [country] => US
)
```

#### The {invoice} object

```
stdClass Object
(
    [id] => 703
    [id_format] => PROFORMA-{num}
    [id_value] => 4
    [client_id] => 2
    [date_billed] => 2014-11-03 21:16:50
    [date_due] => 2014-11-04 23:35:45
    [date_closed] =>
    [date_autodebit] =>
    [status] => proforma
    [subtotal] => 3.6334
    [total] => 3.6834
    [paid] => 0.0000
    [previous_due] => 150.6815
    [currency] => USD
    [note_public] =>
    [note_private] =>
    [id_code] => PROFORMA-4
    [delivery_date_sent] =>
    [client_id_code] => 1501
    [client_first_name] => First
    [client_last_name] => Last
    [client_company] => Company Co.
    [client_address1] => 123 Main St.
    [client_email] => first.last@domain.com
    [due] => 3.6834
    [date_due_formatted] => Nov 04, 2014
    [date_billed_formatted] => Nov 03, 2014
    [date_closed_formatted] => Nov 03, 2014
    [date_autodebit_formatted] => Nov 03, 2014
)
```

## The {payment\_account} object

```
stdClass Object
(
    [id] => 3
    [contact_id] => 2
    [first_name] => First
    [last_name] => Last
    [address1] => 123 Main St.
    [address2] =>
    [city] => City
    [state] => CA
    [zip] => 90001
    [country] => US
    [account] => Jr4dD36GePeFsAEsxn0Qs4oQ46YCKsvnxhLjLbxH6aAqdr3ITYm3V67R3mpSi4Hmkpw1EI3+eJjv6NNNewC/9P0Yify
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/7TWoFX02SvBv9ssPw0WJBvo4JuKu4UwjLrLcIzH5nBgKTyEgaKN43LhbEgphvwFvp8wMUgBeY/JdC3
/SU464fGGSe2A7uQ68YM4Zvz4rkfXidx4KJ7uE3o/++E9d81gRnxdhrJ86/DTXUz/pECrFyyOdcAPbxDe6uPwnjSMowQj7RFwk8rh3d
/Td4DZ5xfkB3450bRpkeLKrrYtykRyNK0j3FzvyjTrt0JqILZ0wfk74zXdojPL68Pzactg5uca1jx/Oyk0E3ZlwPKwPR8cwJw3hDT1sCQYe
/SrKXt0ElZrgJkjlC4IFG6ruXM4IzdUm5YmoN
    [routing] => EHW0KhGCWxzMbMS6V7gIoYZ81zfp0GFyunA4IXMzmL5RTt7XaZD48jKazlzJLhCuwH/FKeFsL1wBMc2kbFcSn3
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ka/rhRtzf0hrjEQwKQZtRf9yitPK1GXQ/Cc8pmaiBnmp4W5YmS+2Sq4MLdVTIqH10Nske
    [last4] => 1111
    [type] => checking
    [type_name] => Checking
    [account_type] => ach
    [gateway_id] =>
    [client_reference_id] =>
    [reference_id] =>
    [status] => active
    [client_id] => 2
)
```