


# Single Invoicing - Mobile or Desktop



## Website Desktop

Fields marked with numbers are compulsory.

1. Your customer name/s should appear  
if not, Contact us to be linked, select contact in left menu bar 
2. Enter description of service (attach file or take photo where require evidence)
3. Enter amount and Submit

## Mobile Browser



**Attach file** (optional):  
Take photo and  
upload (i.e receipt); or  
**Upload** existing file