

# Recurring Invoice PPT Structure

## 1. Title Slide

- Title: "Recurring Invoice Overview"
- Subtitle (Optional): Purpose or date
- Presenter's Name & Company Logo

## 2. Introduction

- Definition of Recurring Invoice
- Brief purpose and benefits

## 3. Key Features

- Automatic generation
- Customizable billing cycles (monthly, quarterly, etc.)
- Consistent client communications
- Flexible payment methods

## 4. Workflow / Process Diagram

- Steps from invoice creation to payment collection
- Diagram or simple flowchart for clarity

## 5. Advantages

- Improved cashflow predictability
- Reduced manual tasks
- Minimized late payments
- Professional appearance

## 6. Use Cases

- Subscription-based services
- Membership fees
- Maintenance contracts
- Retainer services

## 7. Tips & Best Practices

- Clear billing schedule
- Transparent payment terms
- Automated payment reminders

## 8. Conclusion & Next Steps

- Summary of key points
- Encourage adoption for efficiency
- Q&A Slide (optional)

### **Important Notes:**

- Ensure all billing information is up-to-date and accurate to avoid disputes.
- Regularly communicate billing cycles and changes to clients.
- Protect customer data, especially payment information, per compliance standards.
- Review automated invoices periodically to catch and fix any errors promptly.