

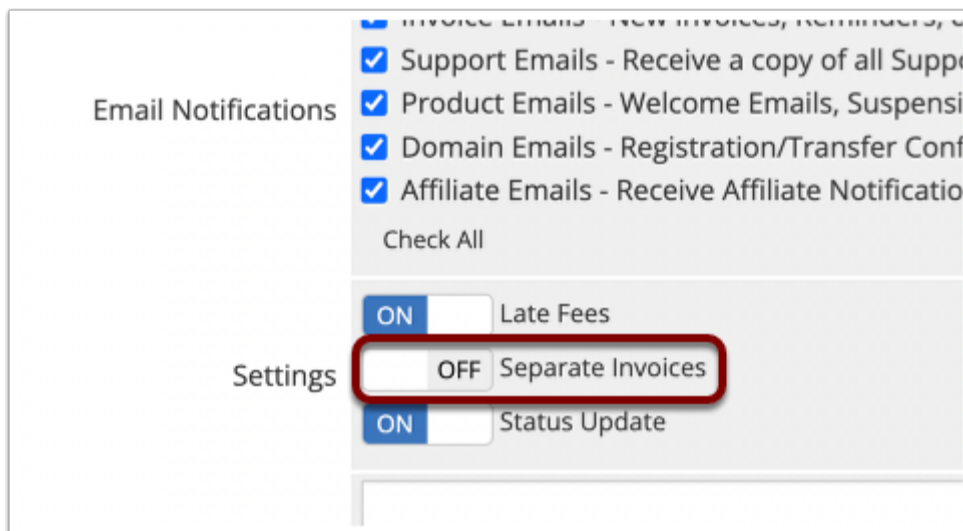
Creating Separate Renewal Invoices for a Client's Services

By default, WHMCS groups service renewal invoices that are due on the same day into a single renewal invoice. However, you may sometimes want to invoice each service separately.

Separate Invoices for One Client

To separate invoices for a single client:

1. Go to the [Profile](#) tab in the client's profile.
2. Set **Separate Invoices** to *ON*.




3. Click **Save Changes**.

Separate Invoices for a Client Group

To separate invoices for a group of clients:

1. Go to **Configuration > System Settings > [Client Groups](#)**.
2. Add a new client group with your desired name and color.
3. Check **Separate Invoices for Services**.

| | |
|---------------------------------|--|
| Group Name | <input type="text" value="Special Clients"/> |
| Group Colour | <input type="text" value="#ffffff"/>  |
| Group Discount % | <input type="text"/> |
| Exempt from Suspend & Terminate | <input type="checkbox"/> |
| Separate Invoices for Services | <input checked="" type="checkbox"/> |

4. Click **Save Changes**.

5. For each of the desired clients, go to the client's **Profile** tab, select the newly-created client group, and click **Save Changes**.

| | | |
|-----------|---------------------------|---|
| ices | Status | <input type="text" value="Active"/> |
| cessing | Currency | <input type="text" value="USD"/> |
| ng emails | Client Group | <input type="text" value="Special Clients"/> |
| Update | Two-Factor Authentication | <input type="checkbox"/> Enabled - Uncheck to disable |