

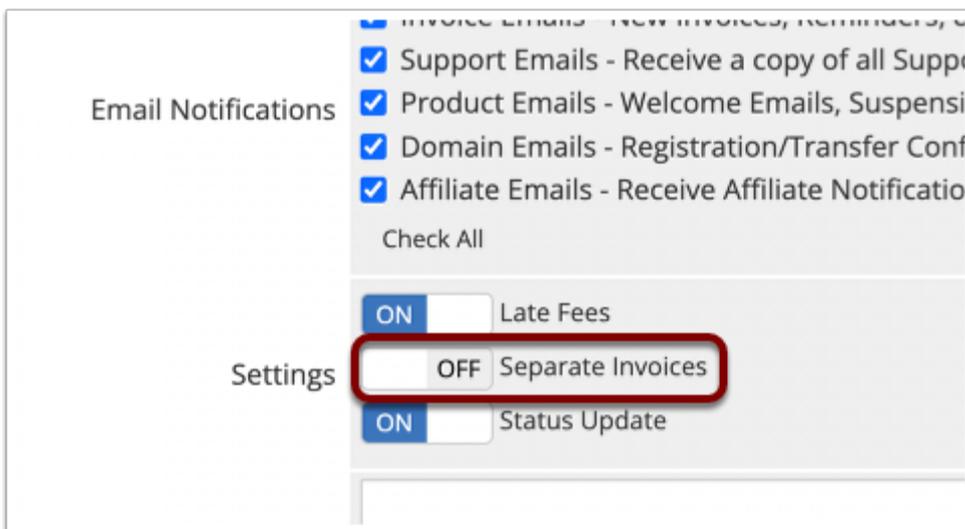
Creating Separate Renewal Invoices for a Client's Services

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*.



The screenshot shows the 'Email Notifications' and 'Settings' sections of a client's profile. In the 'Settings' section, the 'Separate Invoices' option is currently set to 'OFF' and is highlighted with a red rectangular box. Other settings include 'Late Fees' (ON) and 'Status Update' (ON). The 'Email Notifications' section has several options checked, including 'Support Emails', 'Product Emails', 'Domain Emails', and 'Affiliate Emails'.

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**.

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