Invoices

How Invoicing Works

Invoices are generated on the **3rd of each month**, covering appointments booked during the **previous month**. You'll receive your invoice by email on that date, and it's also available in the **Account Reports** section at any time.

To view your invoices:

1. Go to **Reports / Account Reports.**
2. Select the Report labeled **Account - Invoices and Payments**

This displays a list of all your invoices and payments.

Can I Pay by Credit Card?

Yes:

1. Go to **pickatime.com** and click **Client Login**.
2. Log in with an **administrative** email address and password.

You'll land directly in the **Reports** section.

3. Select the **Account Reports** radio button.
4. Select the Report labeled **Account - Invoices and Payments**
5. Click **"Click Here"** within the report.
6. Select **Pay by Credit Card**.

Payment Details for Wire Transfers

Beneficiary Information

- **Beneficiary**: PickATime
- **Beneficiary Address**: 17307 NE 13th Place, Bellevue, WA 98008

Banking Information

- **Bank**: Bank of America
- **Bank Address:** 15600 NE 8th St STE A9, Bellevue, WA 98008
- **Account Type**: Checking

- **Account #**: 16436313
- **Routing #**: 125000024
- **SWIFT code**: BOFAUS3N

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