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Invoice Delivery

Mavilyn Carlos - 2026-09-08 - [Invoices & Payments](#)

Kilo GMS Offers Multiple Convenient Invoice Delivery Options for Athletes

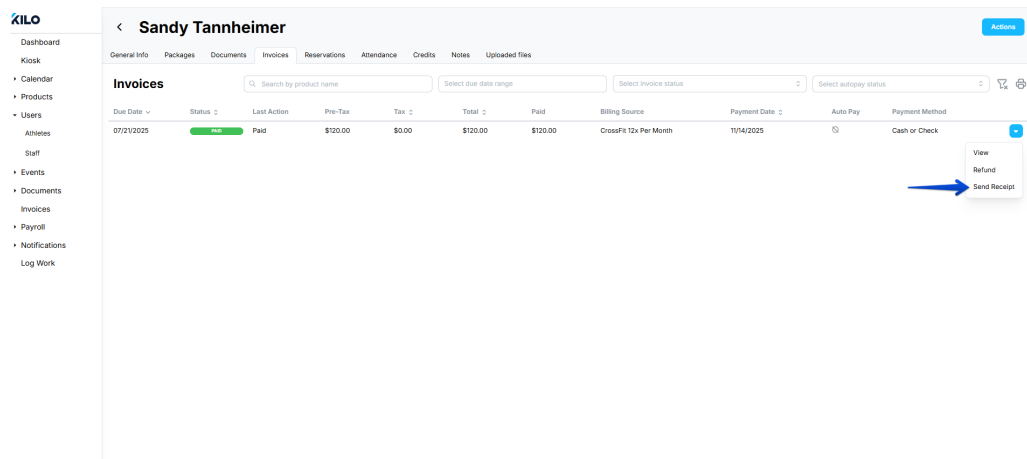
Kilo GMS is committed to providing a seamless experience for athletes and clients alike. As part of our dedication to efficiency and flexibility, we're pleased to highlight the variety of ways athletes can receive their receipts through our platform.

Owners using Kilo GMS can choose from several receipt delivery methods to best suit their Athletes' preferences. These options include:

Email Delivery

Paid receipts can be sent directly to the athlete's registered email address for easy access and record-keeping. Previously, sending a receipt after payment required going to the Kilo-connected Stripe account. Now, you can send receipts straight from Kilo GMS.

- To send a receipt directly to Athlete, go to **Invoices** —> click the blue action tab —> click '**Send Receipt**.' The athlete will receive a invoice receipt to their inbox.

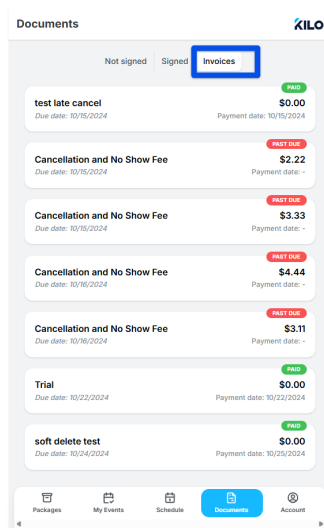


In-App Download

Athletes using the Kilo GMS mobile or web app can view and download invoices directly through their account.

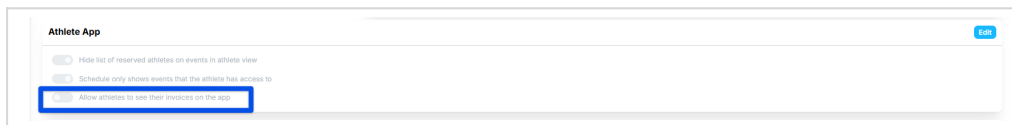
From the Athlete's login, they can:

1. Go to the Documents tab at the bottom of the screen.
2. Click the "Invoices" tab.
3. Select the invoice to review, send, or make a payment.
4. Additional information can be found in this [Help article](#).



Owners: This feature ***must*** be enabled in the gym settings. To allow Athletes to view invoices, update this setting in Kilo via:

1. Logging in to app.usekilo.com
2. Clicking on the user name in the bottom left of your screen
3. Selecting "Settings"
4. Go to Athlete App, click 'Edit'
5. Toggle on "Allow athletes to see their invoices on the app"
6. Click Save



INVOICE



Invoice Due Darw

15 Mar, 2025

Payment Date

01 Apr, 2025

Billed to

[Athlete Name]
[Athlete Address]
[Athlete Phone]

From

[Gym Name]
[Gym Address]

Product	Qty	Pre-tax Total	Tax	Total
[Item Name] Description	1	\$100.00	\$0	\$100.00
[Item Name] Description	1	\$100.00	\$0	\$100.00

Amount Paid	US\$ 200.00
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Sample email sent to Athlete

SMS/Email Delivery from Automation Flows

For added convenience, invoice receipts can be sent upon successful payment via SMS or Email to the athlete through the Automation Flow Builder's **[Athletes] Athlete Payment Successful** notification.

Owners: You cannot send an **unpaid invoice** to an Athlete through the 'Action' buttons. You do have the ability to create an Automation Flow using the trigger: **Invoices upcoming** and send all athletes an email or SMS notifying them of an upcoming invoice.

We understand that each athlete has their own preferred way of managing communication and documentation. By offering flexible invoicing options, we aim to make the payment process as simple and user-friendly as possible.