



# ACCESSING YOUR SNAILWORKS BILLING HISTORY



# ACCESS YOUR SNAILWORKS BILLING HISTORY WITH THE CLICK OF A BUTTON

**DOWNLOAD A COPY OF  
YOUR CURRENT  
INVOICE**



**DOWNLOAD COPIES OF  
PREVIOUS INVOICES**



**DOWNLOAD A  
DETAILED BREAKDOWN  
FOR ANY BILLING  
PERIOD**

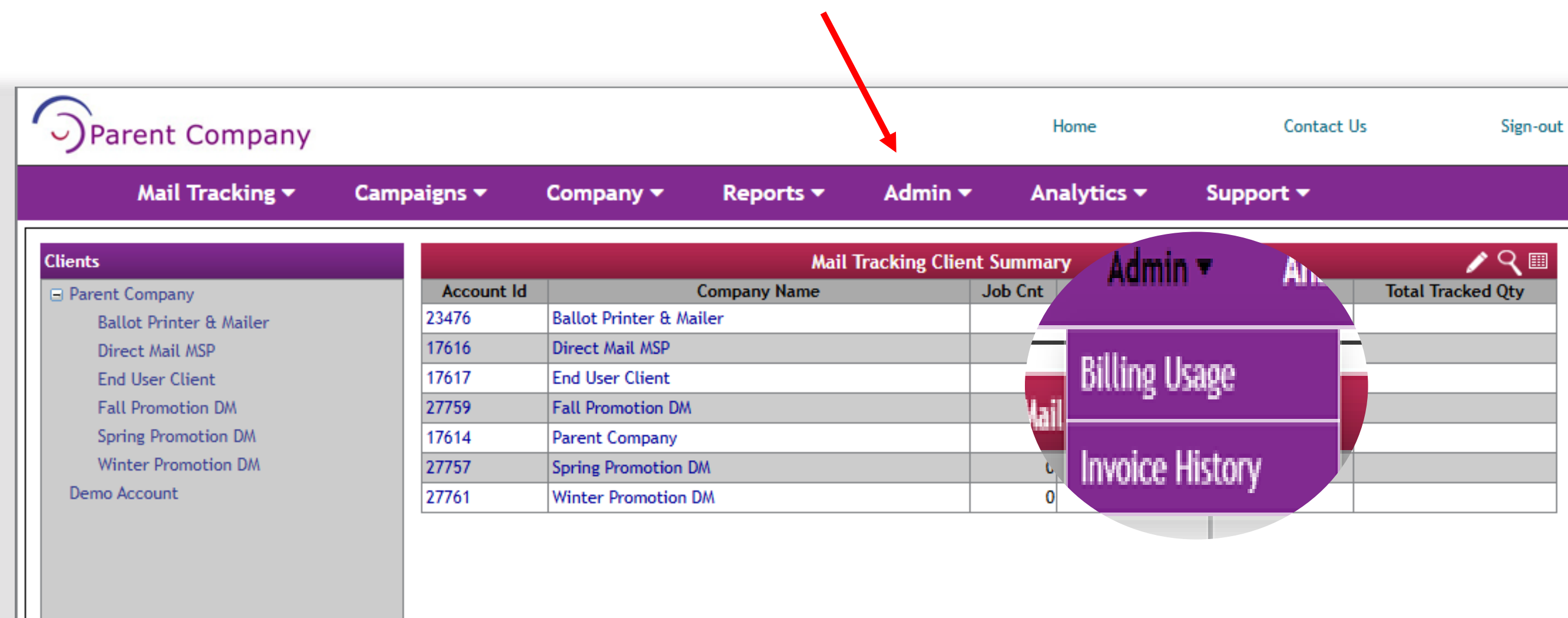


# DOWNLOADING INVOICES

**Log in to** your SnailWorks account.

**Navigate** to the Admin tab at the top of your page.

**Select** *Invoice History* from the drop-down menu.



The screenshot shows the Parent Company SnailWorks interface. A red arrow points to the 'Admin' tab in the top navigation bar. The 'Admin' dropdown menu is open, showing 'Billing Usage' and 'Invoice History'. The 'Mail Tracking Client Summary' table is visible in the background.


Account Id	Company Name	Job Cnt	Total Tracked Qty
23476	Ballot Printer & Mailer		
17616	Direct Mail MSP		
17617	End User Client		
27759	Fall Promotion DM		
17614	Parent Company		
27757	Spring Promotion DM		
27761	Winter Promotion DM	0	





# DOWNLOADING INVOICES

**Click on** the page icon in the far left, next to the invoice you wish to view. Invoices are listed in date order with the most recent first.



**SNAILWORKS**  
*Direct Mail Insights & Solutions*

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Mail Tracking ▾

Campaigns ▾

Company ▾









Reports ▾

Admin ▾


Analytics ▾


Support ▾

Invoice History

Action	Status	CompanyName	Invoice Date	Amount	Sent Date	Contact Email
	B	Sample Account	08/31/2024	839.00	09/03/2024	Accounting@Sample.com
	B	Sample Account	09/30/2023	196.00	10/03/2023	Accounting@Sample.com
	B	Sample Account	08/31/2023	916.50	09/05/2023	Accounting@Sample.com
	B	Sample Account	07/31/2021	900.00	08/04/2021	Accounting@Sample.com
	B	Sample Account	06/30/2021	70.62	07/06/2021	Accounting@Sample.com
	B	Sample Account	03/31/2021	25.00	04/05/2021	Accounting@Sample.com
	B	Sample Account	02/28/2021	121.11	03/02/2021	Accounting@Sample.com
	B	Sample Account	01/31/2021	19.84	02/05/2021	Accounting@Sample.com

## DOWNLOADING AN INVOICE



INVOICE SW14901 			
BILL TO	DATE	PLEASE PAY	DUE DATE
	5/31/2025	\$12,794.43	6/30/2025
Quantity	Description	Rate	Amount
1	Mail Tracking - Monthly for May	794.43	794.43
20,000,000	Client Fee: , , Subscription Initial Subscription	00.00	12,000.00
Total			\$12,794.43

**Click** on the PDF icon in the upper right to download a copy of the invoice.



# BILLING USAGE REPORT

**To find details about jobs or mailings in a specific invoice, you can access and download the corresponding report.**





# BILLING USAGE REPORT

**Log in to** your SnailWorks account.

**Navigate** to the Admin tab at the top of your page.

**Select** *Billing Usage* from the drop-down menu.

Parent Company

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Mail Tracking▼Campaigns▼Company▼Reports▼Admin▼Admin▼Report▼

Clients

- Parent Company
  - Ballot Printer & Mailer
  - Direct Mail MSP
  - End User Client
  - Fall Promotion DM
  - Spring Promotion DM
  - Winter Promotion DM
  - Demo Account

Mail Tracking Client

Account Id	Company Name	Qty	Total Tracked Qty
23476	Ballot Printer & Mailer		
17616	Direct Mail MSP		
17617	End User Client		
27759	Fall Promotion DM		
17614	Parent Company		
27757	Spring Promotion DM	0	
27761	Winter Promotion DM	0	0

Billing Usage

Invoice History




# BILLING USAGE REPORT

Click on the appropriate billing period for your job detail report.

Download and save the report by clicking on the report icon on the far right.

Billing details are kept for a period of two years.





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Mail Tracking

Campaigns

Company

Reports

Admin

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SWAdmin


Start: 1/1/2013 End: 6/30/2025 Submit

View By Month

Subscription Period: -- None -- Submit

Client Subscription Summary - SnailWorks

Reseller	Client	Jobs	Splits	Tracked	FirstScans	Delivered	Month
SnailWorks	All	1	2	0	0	0	2025-02
SnailWorks	All	1	1	0	0	0	2024-10
						0	2024-07
						0	2024-02
						0	2024-01
						0	2022-07
						0	2022-06
						0	



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Mail Tracking

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Company

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Start Date: 01-01-2024 End Date: 01-31-2024 Submit

Client Billing Summary

Client Name	Job Id	Name	Description	MID	Date Created	Drop Date	ACS	ID	YM	Tracked Pieces	First Scans	Delivered Scans
SnailWorks	678836	M2MT8		109525	01-24-2024	01-24-2024	N		N	8	0	0
SnailWorks	678874	M2MT11		109525	01-24-2024	01-24-2024	N		N	8	0	0
SnailWorks	679031	M2MT8		109525	01-25-2024	01-24-2024	N		N	8	0	0
SnailWorks	679146	M2MPT5		109525	01-25-2024	01-24-2024	N		N	1	0	0
SnailWorks	679164	M2MPT8		109525	01-25-2024	01-24-2024	N		N	1	0	0
SnailWorks	679165	M2MPT11		109525	01-25-2024	01-24-2024	N		N	1	0	0
SnailWorks	679178	M2MPT4New	M2MPT4New	109525	01-25-2024	01-24-2024	N		N	1	0	0
SnailWorks	679242	M2MPT30		109525	01-25-2024	01-24-2024	N		N	0	0	0
SnailWorks	679261	M2MPTCase11	M2MPTCase11	109525	01-25-2024	02-01-2024	N		N	0	0	0
SnailWorks	679262	M2MPT8	M2MPT8	109525	01-25-2024	01-24-2024	N		N	1	0	0

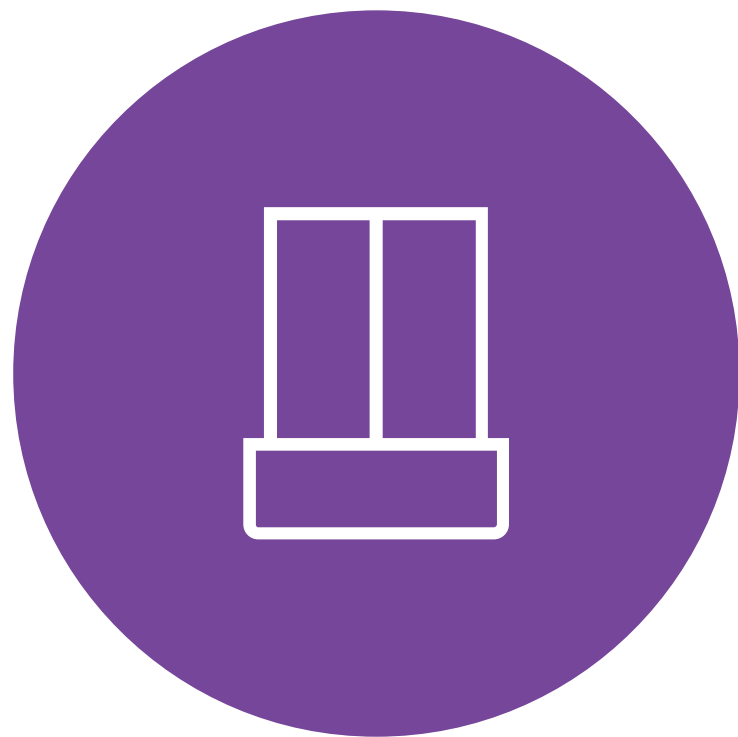


# BILLING HISTORY ACCESS



## ADMIN TAB

Remember, the Admin tab is where you find the reports for all your billing history.



## REPORTS

You have access to your current and past invoices as well as a job breakdown for any billing period.



# QUESTIONS?

We love to hear  
from our clients!



**SNAILWORKS**  
*Direct Mail Insights & Solutions*



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