SNAILWORKS™
Direct Mail Insights & Solutions

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

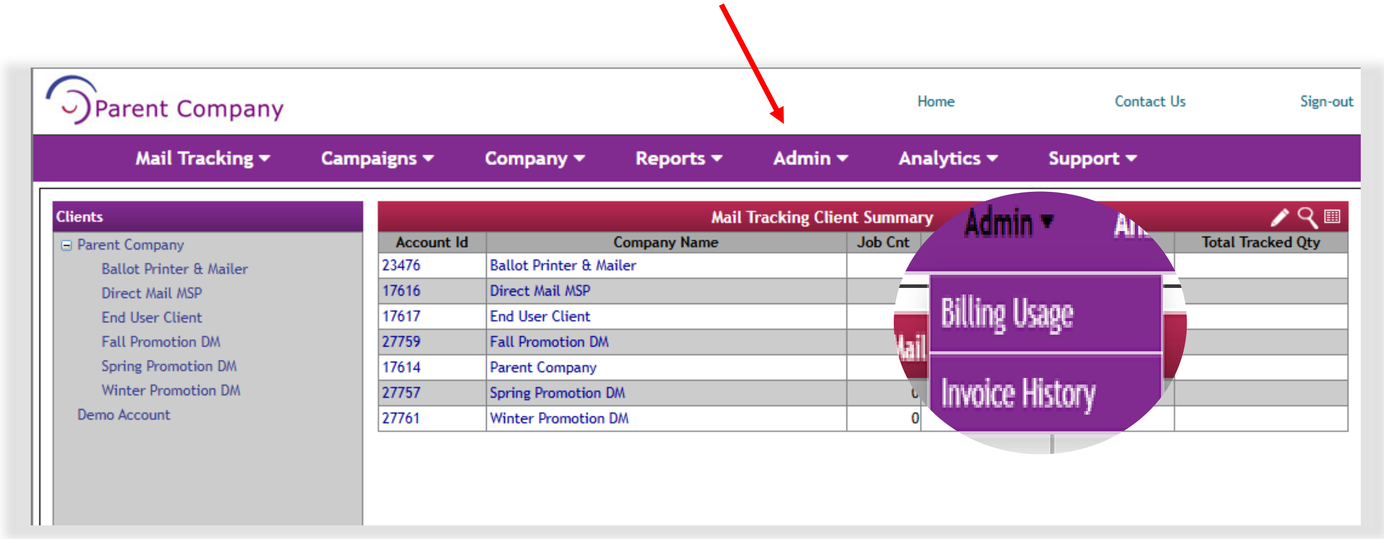
DOWNLOAD A DETAILED BREAKDOWN FOR ANY BILLING PERIOD

DOWNLOADING INVOICES

Log in to your SnailWorks account.

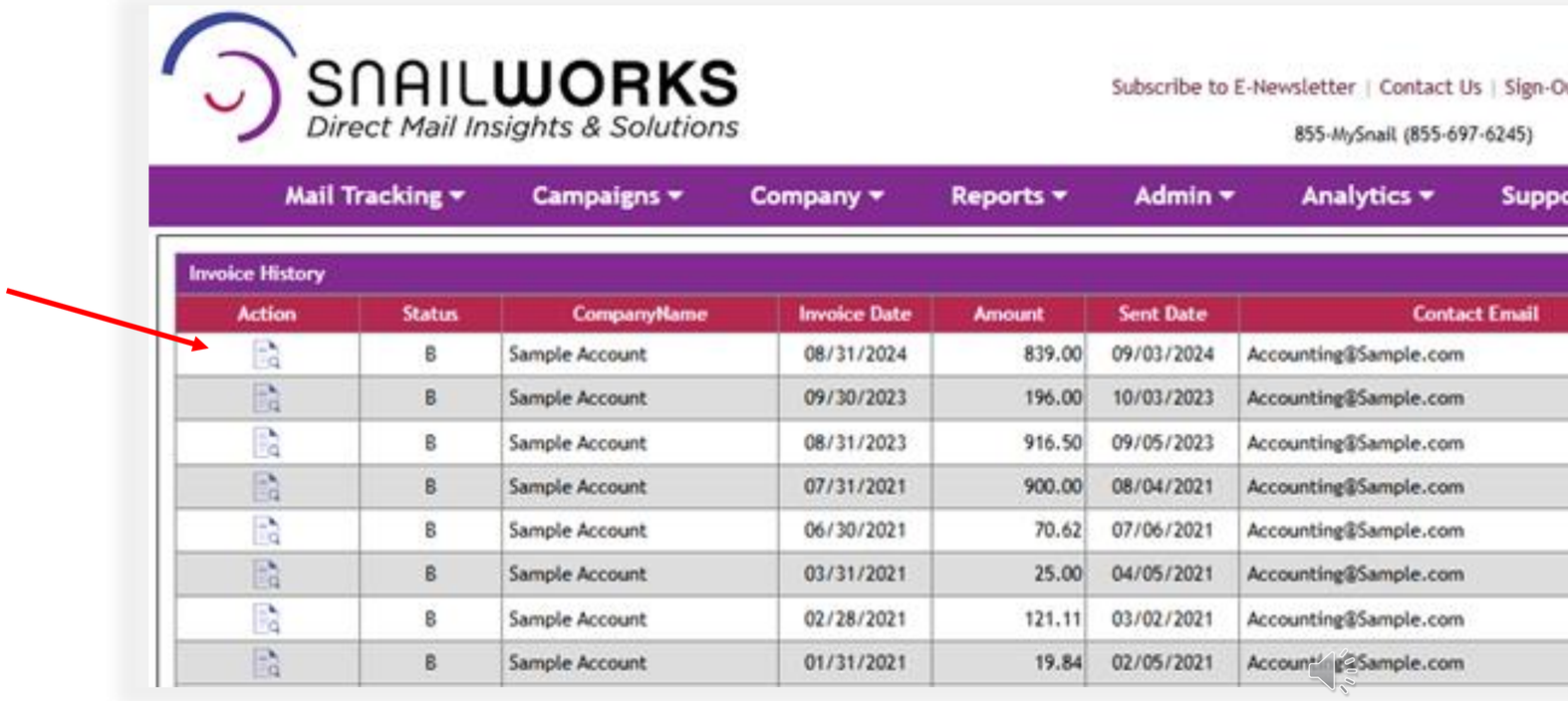
Navigate to the Admin tab at the top of your page.

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

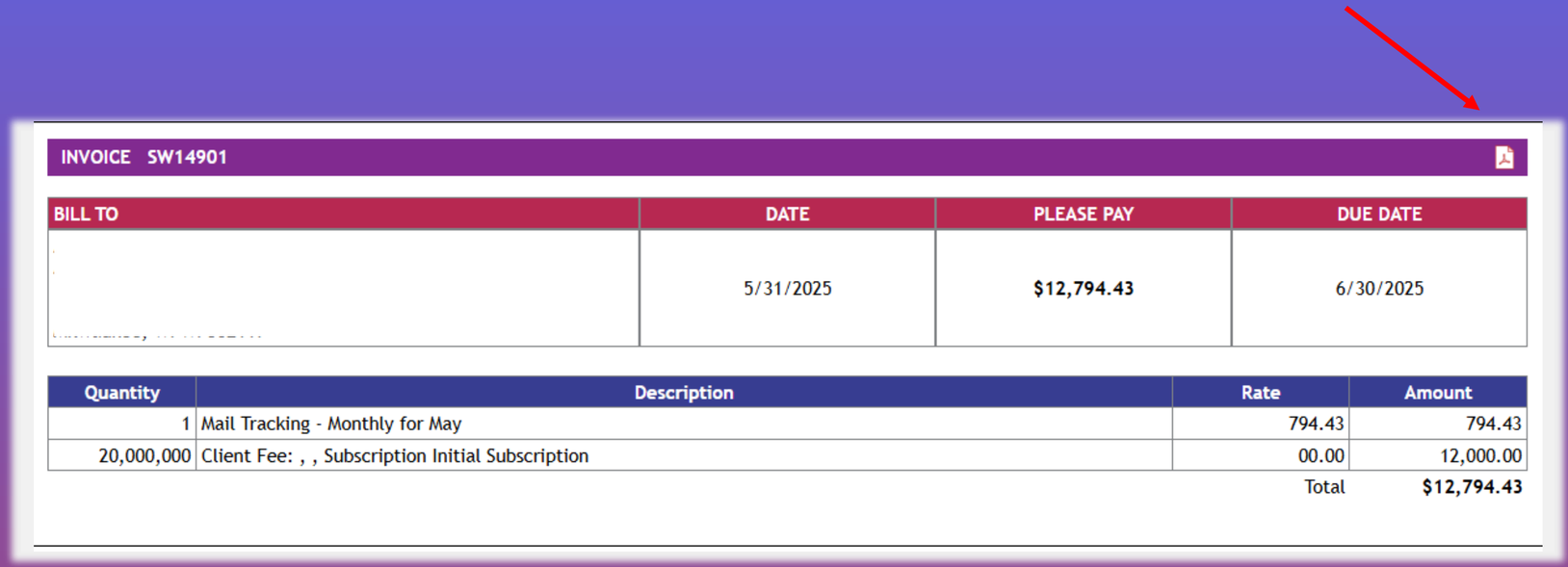


DOWNLOADING INVOICES

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.



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

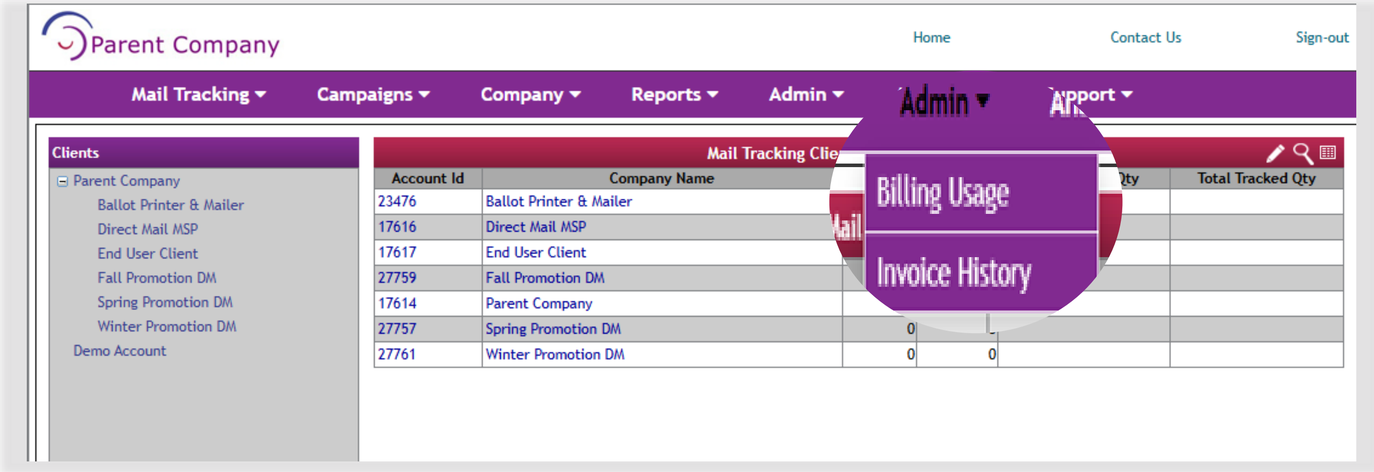
To find details about jobs or mailings in a specific invoice, you can access and download the corresponding report.

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.

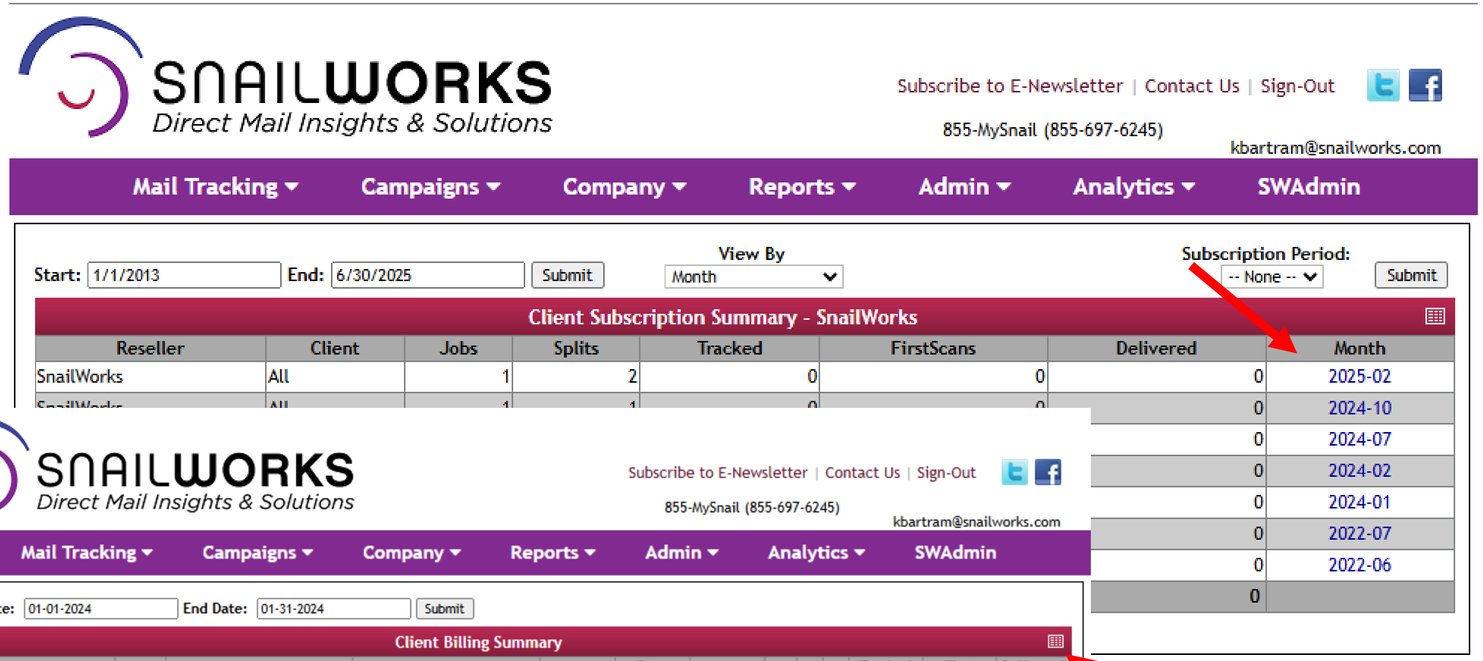


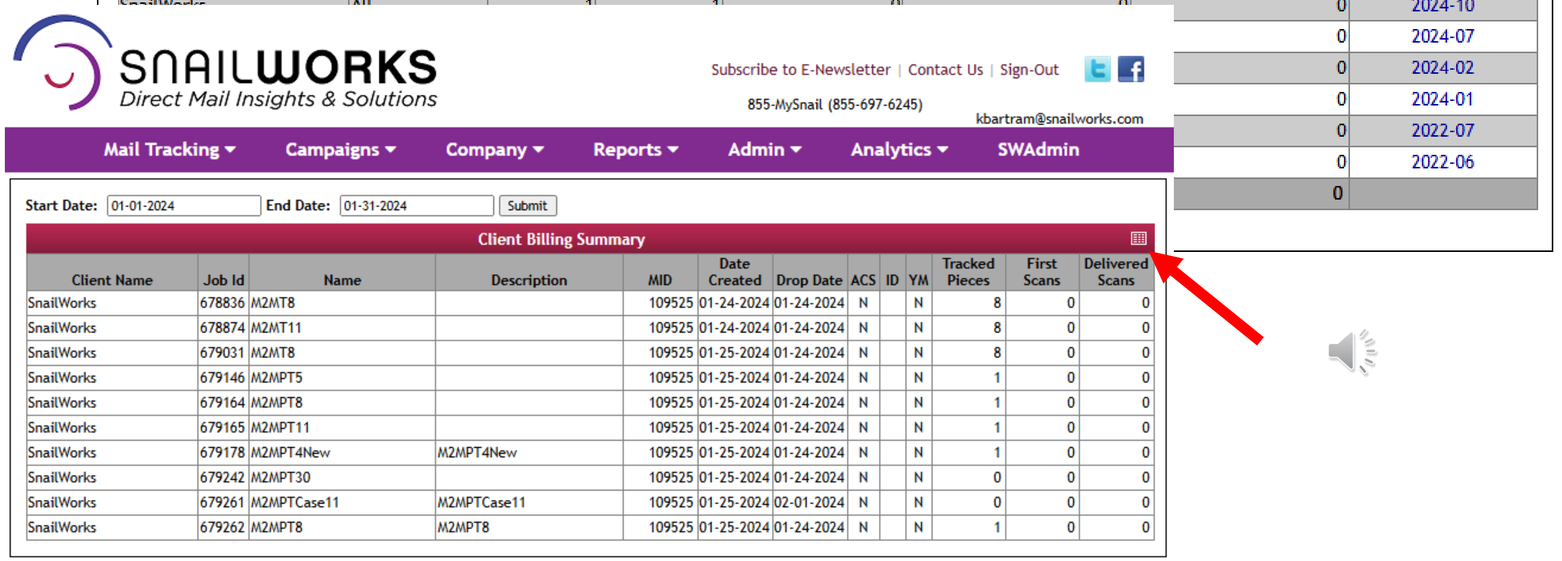
BILLING USAGE REPORT

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.

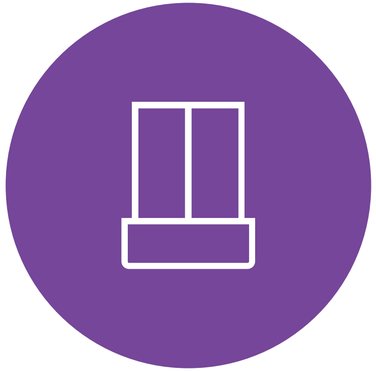




BILLING HISTORY ACCESS

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!

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