

Invoice Email from Google Sheets (FREE)

Make.com template by Flowpaja · v1.0 · 16 Oct 2026 · Google Sheets row → Gmail

Tested in Make on 16 Oct 2026 with fictional data. Credits measured: 1 per run with nothing to send, 3 per email sent (4 if Gmail fails). Always start with Status = **Test** .

How it works

Status (column H)	What happens on the next run	Status afterwards
Send (+ client email in C)	Invoice email to the client from your Gmail	Unpaid , time in column O
Test	Same email to YOUR address (module 3), subject starts with [TEST]	Test done
anything else	nothing	unchanged

The row is marked *before* the email is sent, so a row is never emailed twice. If Gmail fails, Status goes back to what it was and column O says **NOT sent ...**; it retries on the next run.

Setup

- Sheet:** Google Sheets > Blank spreadsheet > File > Import > Upload `Invoice_Email_EXAMPLE_sheet.xlsx` > Replace spreadsheet.
- Import:** Make > Create a new scenario > ... (More) > Import Blueprint > the .json file.
- Module 1** (Google Sheets): add your Google connection, select your spreadsheet and sheet `Invoices` . **Module 2:** same connection.
- Module 3** (Gmail): add a Gmail connection. In *To* replace `YOUR-EMAIL@example.com` with your address. In the subject and content replace `YOUR BUSINESS` , `YOUR PAYMENT DETAILS` and `YOUR NAME` .
- Test 1:** Run once → one “[TEST] Invoice INV-2001 ...” email to you; H2 = Test done; O2 = “TEST email sent to you ...”. Run once again → no email.
- Test 2:** put your own second address in C3, set H3 = **Send** , Run once → you get the client version; H3 = Unpaid, O3 = “Invoice email sent ...”.
- Schedule:** Every hour, or Daily with a few run times (e.g. 08:00, 14:00). Not every 15 minutes (≈2,880 credits a month for the checks alone; Free plan: 1,000). Switch the scenario ON.
- Go live:** delete the sample rows, add your invoices with Status **Draft** , change to **Send** when ready.

Columns

A Invoice number · B Client name · C Client email · D Amount (plain number) · E Currency · F Due date (real date) · G Payment link (optional) · H Status · I–N reserved for Polite Invoice Reminder (leave empty) · O Invoice email sent.

Fixes

- **No email, nothing changed:** Status must be exactly Send or Test (case and spaces don't matter); Send needs an @ in column C.
- **Column O says NOT sent:** open Make > Connections, reauthorize Gmail (personal Gmail: about every 6 months), then wait for the next run.
- **Odd due date in the email:** column F must be a date, not text.

Next step

Polite Invoice Reminder (\$19) reads the same columns A–H and sends a friendly, firm and final reminder to every Unpaid invoice after its due date, with Test mode, stop controls and a log:
flowpaja.com/templates/invoice-reminder/

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