

# Sending forms when you record a transaction

You can print, email, or save forms as you enter a transaction. If you've already recorded the transaction, see [Sending forms in a batch](#).

## Automatically print, email, or save to disk

Set up your preferences so that you can automatically print, email, or save sales and purchases to disk when you record them. Just select the required option in the **Sales** or **Purchases** tab of the **Preferences** window.

You can also set a customer's preferred invoice delivery method (print or email) in the **Selling Details** of their customer card.

To print a form

To email a form

To save a form as a PDF

## FAQs

Is there a character limit for my email messages?

### Related topics

[Sending forms in a batch](#)

[Personalising forms](#)

[Sending emails](#)

### From the community

[Re: Difference between JournalRecords and GeneralJournal System.ArgumentException: EntityInfo: P0->SaleEvent is not a credit.](#)

[Re: Overbilling](#)

[AccountRight 2019.1 is now available](#)

[Re: Errors trying to install AR Live 2018](#)

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