

Hours to invoices, and polite chasers

Log hours as you work. On the 1st, every client's invoice is drafted. Overdue ones get a reminder drafted. You press send.

What it does

1. Log You add hours to the Hours tab as you work	2. Gather On the 1st: last month's unbilled hours, by client	3. Price Hours times rate. Plain arithmetic, no AI	4. Draft The invoice email, with line items, in your Drafts	5. Mark Logs the invoice, marks those hours billed	6. Chase Weekdays: a polite reminder for anything overdue
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When it runs

The 1st of each month, 8 am: invoices for the month just ended.
Weekdays, 9 am: anything Sent and past due that hasn't had a reminder in 7 days gets one drafted. The first reminder is gentle; after two weeks overdue it says "following up again."

Drafts, and no AI in the money

Every invoice and every reminder lands in Gmail Drafts. You read it and press send. The totals are hours times rate, worked out by code, never by a model. The same input gives the same invoice every time.

What lands in your Drafts on the 1st

Invoice INV-202611-002 from your business: October 2026 → ap@client.com
A table of each date, the work, hours, rate, amount; the total; the due date from that client's terms; your payment details.

Set it up (about 20 minutes)

- 1** Import the file.
In n8n: Workflows → Create Workflow → the ... menu, top right → Import from File → pick the `.json`.
- 2** Make the sheet.
One Google Sheet, three tabs, headers in row 1.
Hours: Date, Client, Hours, Rate, Description, Invoiced
Clients: Client, Billing Email, Rate, Terms Days
Invoices: Invoice #, Client, Date, Amount, Due, Status, Last Chased
Dates as 2026-10-03. Client names must match exactly across tabs. Rate on an hour overrides the client's rate.
- 3** Point the sheet nodes.
Connect Google Sheets. Each sheet node is named for its tab: **Read Hours** → Hours, **Read Clients** → Clients, and so on. Pick the sheet and tab in each.
- 4** Connect Gmail.
On **Draft the Invoice Email** and **Draft the Reminder**.
- 5** Fill in both Configs.
Config runs the invoices and **Chaser Config** runs the reminders. Set the same fields in both: business name, your name, invoice prefix, currency, and **paymentNote**, which is how clients pay you.
- 6** Test before the 1st.
Put two or three of last month's hours in, then run the top row by hand. Check the draft in Gmail. Then clear the Invoiced column on those rows and delete the test row on Invoices.
- 7** Turn it on.
Flip **Active**. When you send an invoice draft, set its Status to **Sent**. When it's paid, **Paid**. The chasers only touch Sent.

If it breaks

No invoice on the 1st	No hours dated last month, or they already have something in Invoiced.
Subject says [CHECK: ...]	That client has no Billing Email on the Clients tab, or an hour has no rate anywhere. Fix it and edit the draft.
A client was split in two	Spelling differs between tabs ("Acme" vs "Acme Inc"). Make them match.
Reminder sent to nobody	The client's Billing Email is blank on the Clients tab.
Chasing a paid invoice	Its Status is still Sent. Set it to Paid.