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customers and vendors, work, where users can enter estimates, projects, time tracking information, or invoice preparation. Other options include Bill, which is AP, Expenses, which tracks any miscellaneous expenses incurred not related to the business, and a Banking option, where users can connect their banking institutions for automatic bank feeds.

After the initial setup process, users are given the option to perform specific tasks; send an invoice, record an expense, link a bank account, and start a project.

Designed for the very small business, Free Agent is not designed to process a large number of invoices simultaneously. Instead, users create each invoice using a chosen invoice template, entering customer details as well as any related invoice information. A company logo can be uploaded to the invoice if desired. A More Options tab offers additional options, including the ability to add an invoice discount, override default contact information, and create custom payment terms, along with options to set up automatic payment reminders, and automatic emailing a Thank You upon receipt of a payment.

For those using an online payment service, an option to pay the invoice online can also be added to the invoice. All created invoices can be reviewed prior to finalizing in order to correct any errors.

Along with invoices, users can also create estimates in Free Agent, with the ability to invoice the estimate once it is marked as approved. Users can also choose to duplicate an existing estimate if desired.

Free Agent also offers a recurring invoice feature, though users will have to set up the New Recurring Profile prior to using the feature. Recurring invoices can be set up by contact or by project, and users can choose from a variety of recurring frequencies including weekly, monthly, quarterly, biannually, or annually, with the same

features available in the recurring invoice option as are available in the regular

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Free Agent offers easy integration with a variety of online payment services, including PayPal, Stripe, GoCardless, and Dwolla. Users will need to set up a corresponding account for any payment service utilized. Once set up, they can then include a link to appropriate service in any invoices or emails sent to customers. Reporting options are limited, with Profit & Loss, Balance Sheet, and Aged Debtors and Aged Creditors reports available as well.

Free Agent offers complete, basic accounting capability, with all features and functions designed to work together.

Those interested in Free Agent can try the product out at no cost for 30 days. After 30 days, the cost rises to \$12.00 per month for the next 6 months, than to its final cost of \$24.00 per month.

## **2018 Overall Rating – 4.75 Stars**

### **Accounting**

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