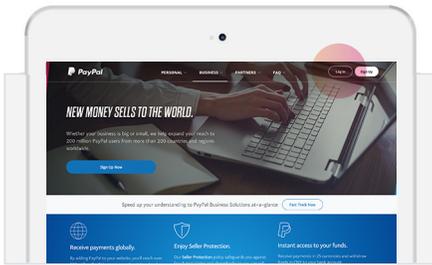


CREATE AND SEND PROFESSIONAL INVOICES

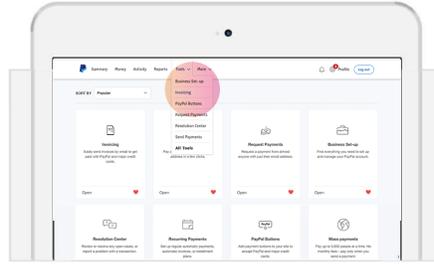
Send an invoice in seconds

If you need to send an invoice to your customers, you can create, email the invoice or share the invoice link directly from your PayPal account. Your customers can click and pay you straight from the invoice, or pay with a credit or debit card linked to their PayPal account.



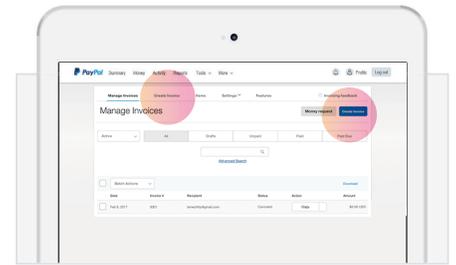
Step 1

Log in to your PayPal account at www.paypal.com/cn.



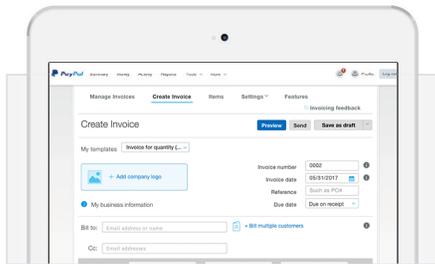
Step 2

Click on **Tools** and look for **Invoicing**.



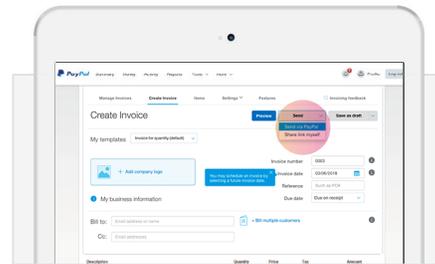
Step 3

Click on **Create new Invoice (blue button)**.



Step 4

Enter your customer's email address, payment amount, description and any other information needed.



Step 5

Click to expand the **Send** dropdown to either **Share Link Myself*** or **Send** the invoice directly.

*Because invoices contain your customers' personal information, never share the invoice link in a public forum.

HOW TO SCHEDULE AN INVOICE

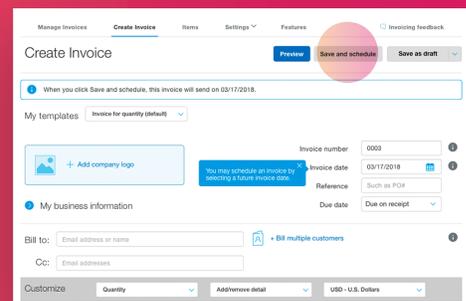
With PayPal Invoicing, you can schedule your invoices to be sent out on a specific date of the month and not have to worry about it later.

Step 1 Create an invoice.

Step 2 Select a future invoice date you wish to schedule your invoice for.

Step 3 Enter your customer's email address, payment amount, description and any other information needed.

Step 4 Select **Save and Schedule** and your invoice will be saved and sent on your scheduled date.



HOW TO CREATE A CUSTOMIZED INVOICE

You can create customized invoices with your own logo, business information and contact information to create a more professional image for your clients.

- Step 1** Log in to your PayPal account.
- Step 2** Click on **Tools**, select **Invoicing** and then **Create Invoice**.
- Step 3** Choose from ready-to-use templates or create a new one.

The screenshot shows the 'Create Invoice' interface with the following elements highlighted by red circles and dotted lines:

- My templates:** A dropdown menu showing 'Invoice for quantity (default)'.
- + Add Company Logo:** A button to upload a business logo.
- Your Business Information:** A section for entering business details.
- Bill to:** A text input field for the recipient's email address or name.
- Cc:** A text input field for additional email addresses.
- Customize:** A section with a 'Quantity' dropdown, an 'Add/Remove Detail' button, and a currency dropdown set to 'CNY - China Yuan'.
- Table:** A table with columns for Description, Quantity, Price, Tax, and Amount. It contains one row with 'Item Name', '1', '0.00', 'No Tax', and '0.00'.
- Summary:** A table with rows for Subtotal (0.00), Discount (0.00), Shipping (0.00), and Total (0.00 CNY).
- Checkboxes:** Two checkboxes: 'Allow partial payment.' and 'Allow customer to add a tip'.
- Note to recipient:** A text area with a placeholder example: 'Thank you for your business'.
- Terms and Conditions:** A text area with a placeholder: 'Include your return or cancellation policy.'
- Buttons:** 'Preview', 'Send', and 'Save as draft' buttons at the bottom.

1. READY-TO-USE TEMPLATES

You can customise your invoices with our ready-to-use templates.

2. LOGO

Click on **Add company logo** to upload your own business logo.

3. BUSINESS INFORMATION

Edit or add your business information and contact details like email, address, phone number and website details.

4. CUSTOMIZATION AND DETAILS

Customize your invoice by quantity, hours or amount only.

Add or remove details like tax, discount, and shipping to line items/subtotal.

Choose currency.

5. NOTES

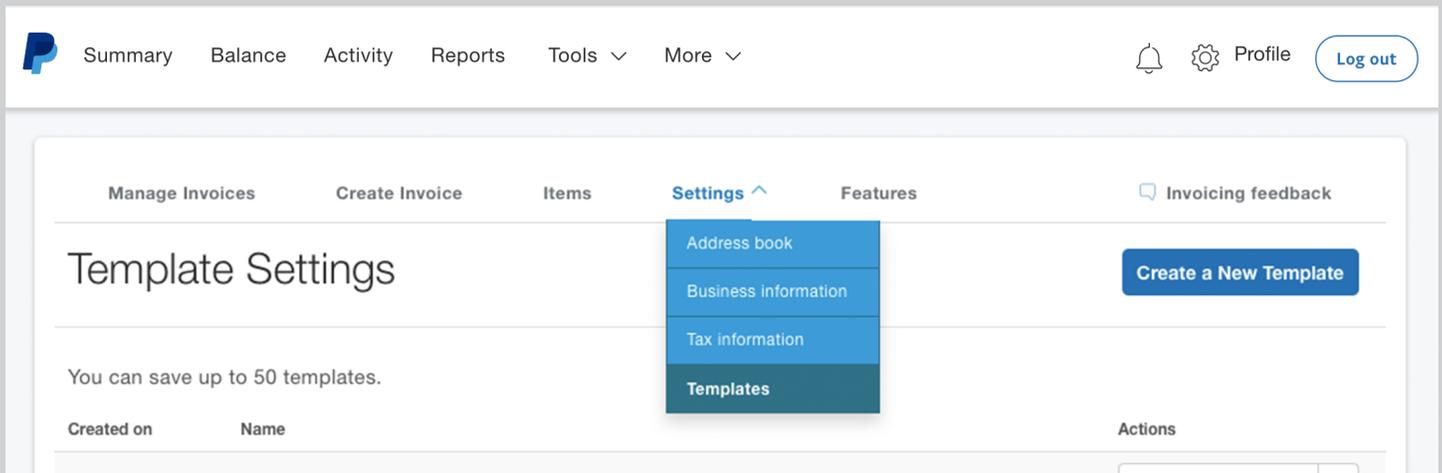
You can add notes to your recipients and also include terms and conditions.

6. SAVE AS TEMPLATE

Save your customized template and name it. You can also set it as a default template if needed.

MANAGING TEMPLATES

Your customized templates are saved under **Settings**. You can edit them anytime. When creating a new invoice, all available templates will be listed out for you to choose.



The screenshot shows the PayPal dashboard with the 'Settings' menu open. The 'Settings' menu is expanded to show 'Address book', 'Business information', 'Tax information', and 'Templates'. The 'Template Settings' page is visible, featuring a 'Create a New Template' button and a table with columns for 'Created on', 'Name', and 'Actions'. The text 'You can save up to 50 templates.' is also present.



MAKE INVOICING EVEN EASIER

Here are a few tips to help you save even more time when creating invoices:

- Save the details of your regular customers to your address book to save more time when creating invoices.
- Review past invoices and payment status in your account. You can also send payment reminders by clicking **Remind** on any of your outstanding invoices.

UNDERSTANDING THE FEE STRUCTURE

It's free to create and send invoices with your PayPal account. You only pay the standard fee of 4.4% + \$0.30 USD per transaction when you receive a payment from your invoice from international customers. For your convenience, we transfer all funds to your bank account every day. To learn more about our fees, visit www.paypal.com/c2/webapps/mpp/paypal-seller-fees.