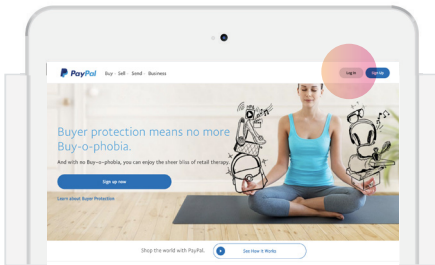


CREATE AND SEND PROFESSIONAL INVOICES

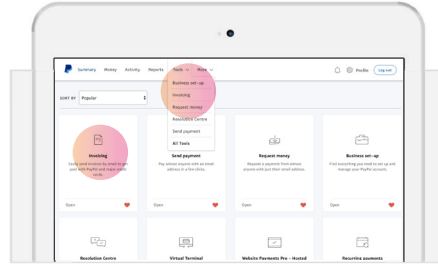
Send an invoice in just seconds and get paid

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



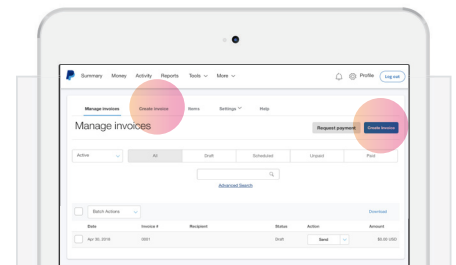
Step 1

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



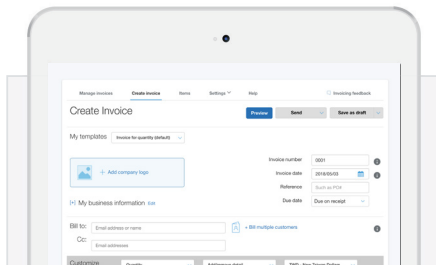
Step 2

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



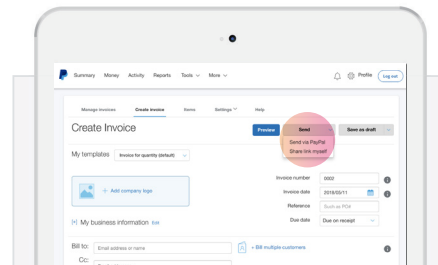
Step 3

Click on **Create Invoice**.



Step 4

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



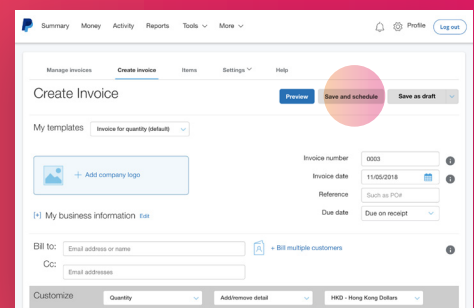
Step 5

Click to expand the **Send** dropdown to either **Send via PayPal** or **Share link myself*** directly.

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

HOW TO SCHEDULE AN INVOICE

- 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.



CREATING CUSTOMIZED, PROFESSIONAL INVOICES

You can customize your invoices with your own branding to create a more professional image for your clients.

- Add your logo and business information
- Include contact information like email, address, phone number and website details
- Make sure your business name listed is familiar and recognizable to your customers

HOW TO CREATE A CUSTOMIZED INVOICE

- 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' page in PayPal. It includes a navigation bar with 'Manage invoices', 'Create invoice' (active), 'Items', 'Settings', and 'Help'. Below the navigation bar are buttons for 'Preview', 'Send', and 'Save as draft'. The main section is titled 'Create Invoice' and features a 'My templates' dropdown menu with 'Invoice for quantity (default)' selected. A 'Add company logo' button is visible. The 'My business information' section includes fields for 'Bill to:', 'Cc:', and 'Email addresses'. The 'Customize' section has a table with columns for 'Description', 'Quantity', 'Price', 'Tax', and 'Amount'. The table contains one row with 'Item name', '1', '0.00', 'No tax', and '\$0.00'. Below the table is a 'Subtotal' section with 'Discount', 'Shipping', and 'Total' rows. The 'Total' row shows '\$0.00 USD'. There are checkboxes for 'Allow partial payment' and 'Allow customer to add a tip'. A 'Note to recipient' field contains the text 'Such as "Thank you for your business"'. A 'Terms and conditions' field contains the text 'Include your return or cancellation policy'. At the bottom are buttons for 'Preview', 'Send', and 'Save as draft'.

1. READY-TO-USE TEMPLATES

You can customize 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.

Create on	Name of template	Actions
24 Mar 2016	Invoice for hours	Create invoice
24 Mar 2016	Invoice for amount only	Create invoice
24 Mar 2016	Invoice for quantity (Default)	Create invoice



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

When you use PayPal to get paid internationally, there are no set-up, cancellation or monthly fees. Our fees only apply when you make a transaction or sale. The more you sell, the lower the rates.

To learn more about our fees, visit www.paypal.com/tw/en/paypalfees.