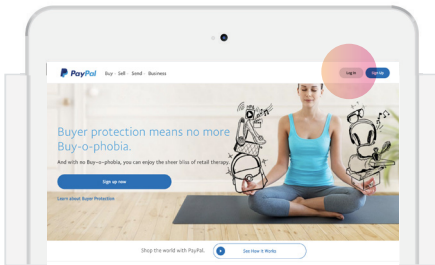# CREATE AND SEND PROFESSIONAL INVOICES

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.
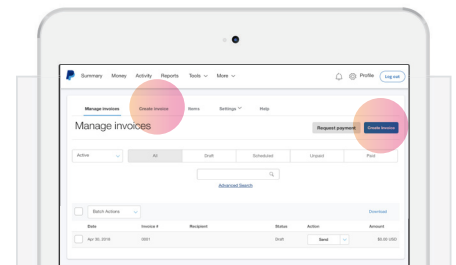

Step 1
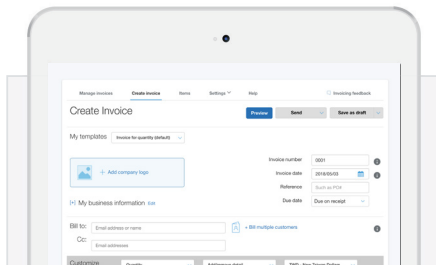Log in to your PayPal account at
www.paypal.com/tw
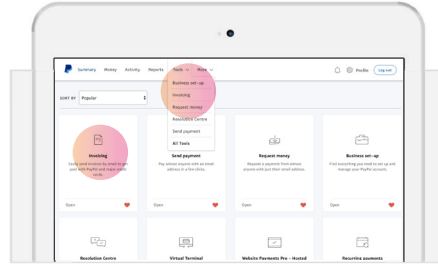
Step 2
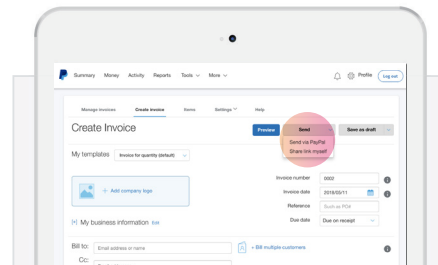Click on **Tools** and look for **Invoicing.**

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.
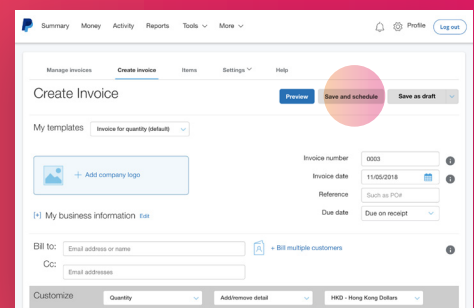
CREATING CUSTOMIZED, PROFESSIONAL INVOICES

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.

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.

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.**