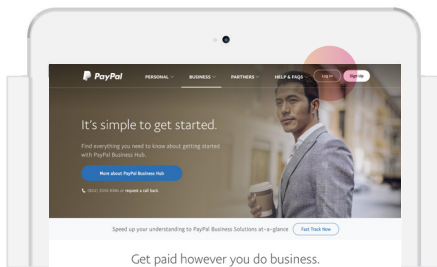


CREATE AND SEND PROFESSIONAL INVOICES

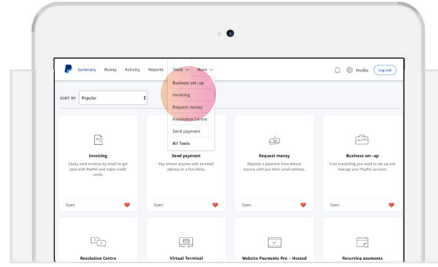
Send an invoice in just seconds and get paid

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 customer can click and pay you straight from the invoice with a credit, debit card or bank account linked to their PayPal account whichever is applicable.



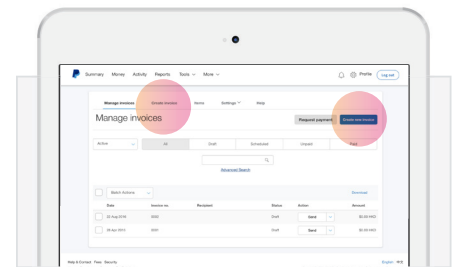
Step 1

Log in to your business account at www.paypal.com/hk



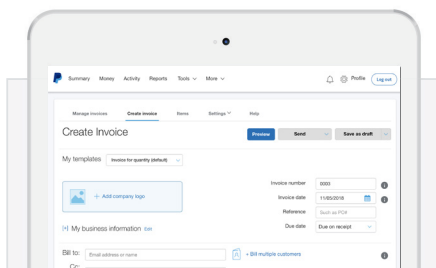
Step 2

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



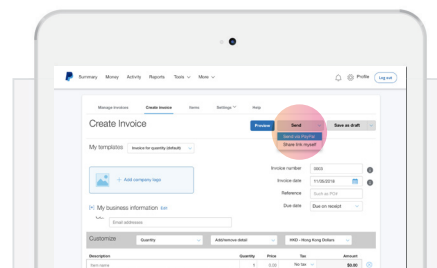
Step 3

Click on **Create new invoice**.



Step 4

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



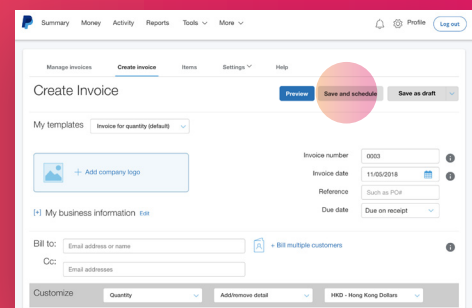
Step 5

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 CUSTOMISED, PROFESSIONAL INVOICES

You can customise 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 CUSTOMISED INVOICE

- Step 1** Log in to your PayPal account.
- Step 2** Click on **Tools**, select **Invoicing** and then **Create new 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 item with a quantity of 1, price of 0.00, and amount of \$0.00. Below the table are fields for 'Discount' and 'Shipping'. The 'Subtotal' is \$0.00, and the 'Total' is \$0.00 USD. The 'Note to recipient' field contains the text 'Such as "Thank you for your business"'. The 'Terms and conditions' field contains the text 'Include your return or cancellation policy'. The 'Attach files' button is at the bottom left, and the 'Add memo to self' button is at the bottom right. The 'Preview', 'Send', and 'Save as draft' buttons are at the bottom right.

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. CUSTOMISATION AND DETAILS

Customise 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

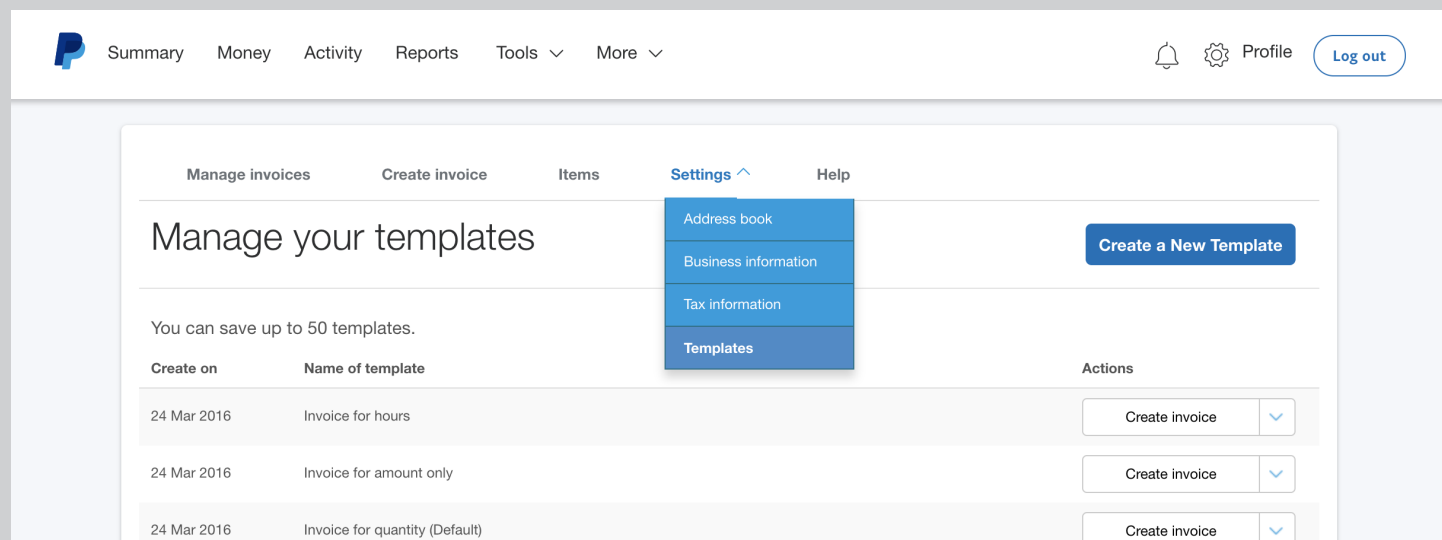
You can add notes to your recipients and also include terms and conditions.

6. SAVE AS TEMPLATE

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

MANAGING TEMPLATES

Your customised 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 in Hong Kong or overseas, 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/hk/en/paypalsellerfees.