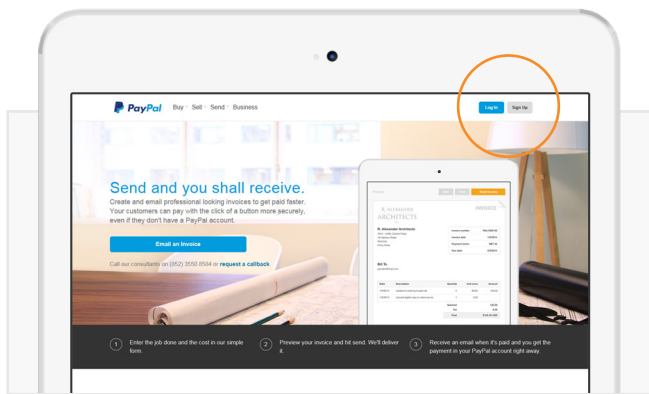


# CREATE AND SEND PROFESSIONAL INVOICES

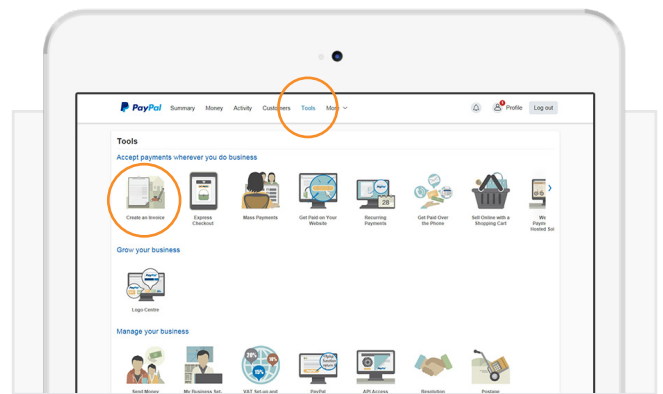
## SEND AN INVOICE IN SECONDS

If you need to send an invoice to a customer, you can create and email it directly from your PayPal account – in just a few seconds. Your customer can click to pay you straight from the invoice, and choose to pay with PayPal, or by MasterCard or Visa.



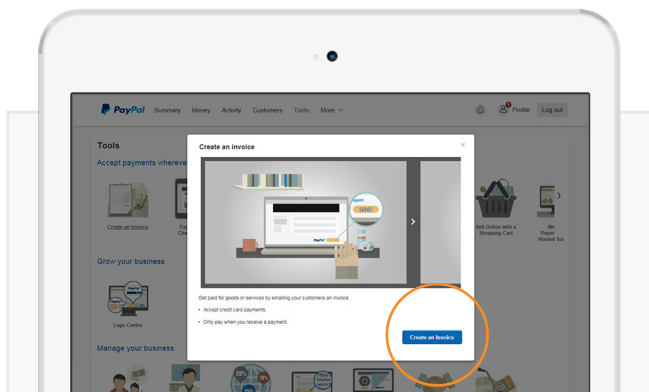
### STEP 1

Log in to your PayPal account at [www.paypal.com/hk](http://www.paypal.com/hk)



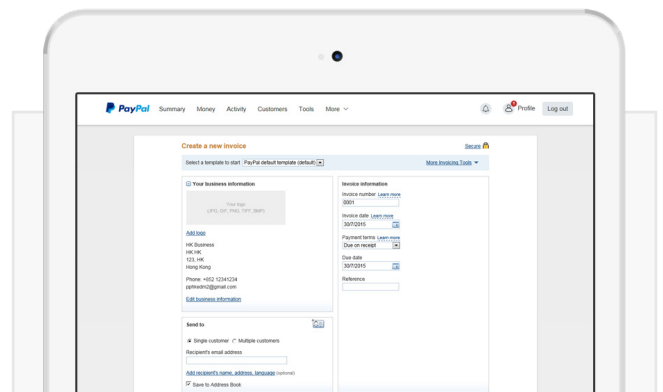
### STEP 2

Click on **Tools** & then **Create an Invoice**



### STEP 3

Click on **Create an Invoice** (blue button) and **Create an invoice** again



### STEP 4

Enter your customer's email address, the amount, description and any other information you wish.

### STEP 5

Click **Send** and you're done.

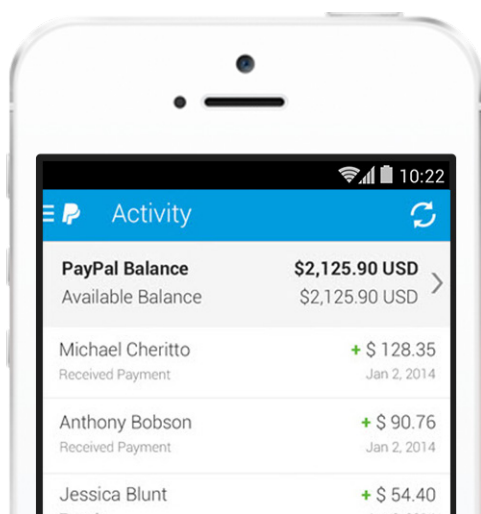
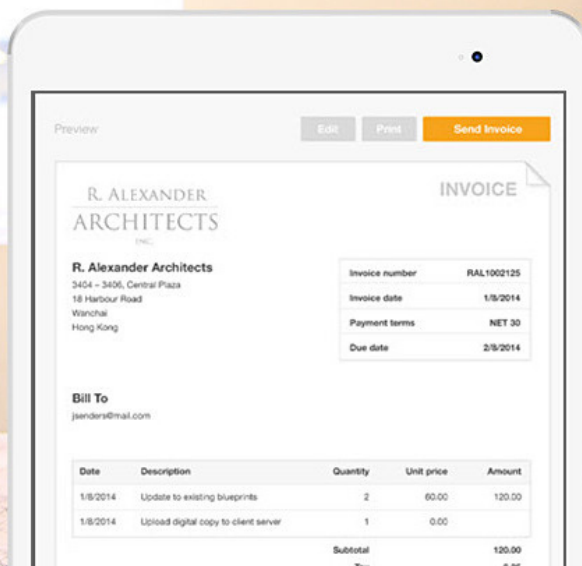
# CREATE AND SEND PROFESSIONAL INVOICES

## SEND AN INVOICE IN SECONDS

### CREATING CUSTOMISED, PROFESSIONAL INVOICES

You can customise your invoices with your branding to create a more professional image.

- Add your logo and your business information.
- Include all contact information like email, address, phone and website details.
- Make sure your business name listed is familiar to your customers, so they will recognise it on the invoice.



### MAKING INVOICING EVEN EASIER

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

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

### HOW MUCH WILL IT COST?

It's free to create and send invoices using your PayPal account. Our standard fee is 3.9% + \$2.53 HKD per transaction applies only when a payment is made on the invoice by Hong Kong customers.

For more information on fees visit [www.paypal.com/hk/webapps/mpp/paypal-fees](http://www.paypal.com/hk/webapps/mpp/paypal-fees).