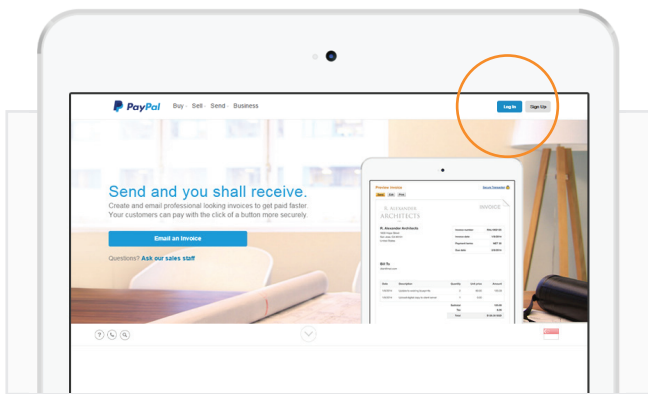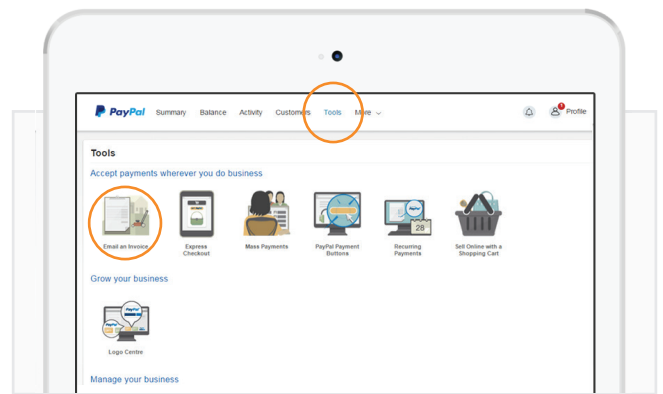# CREATE AND SEND PROFESSIONAL INVOICES
SEND AN INVOICE IN SECONDS

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.
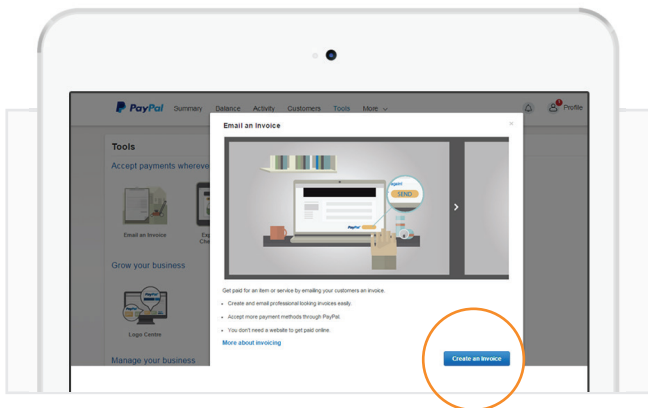

STEP 1
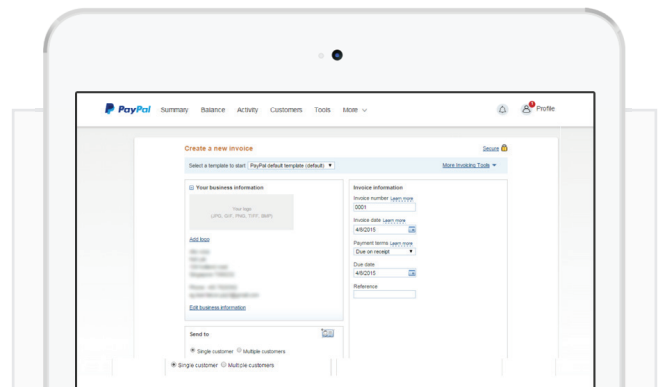Log in to your PayPal account at **www.paypal.com/sg**

STEP 2
Click on **Tools** & then **Email 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.
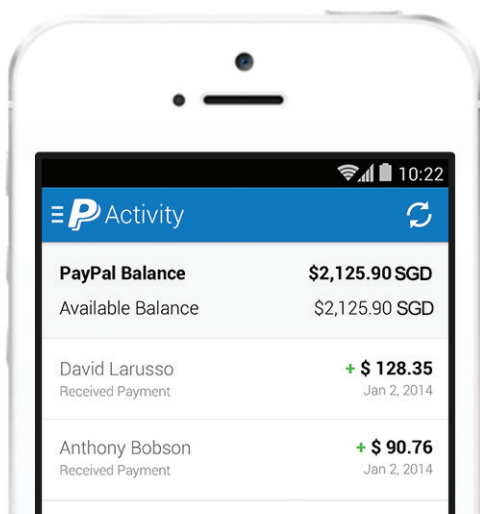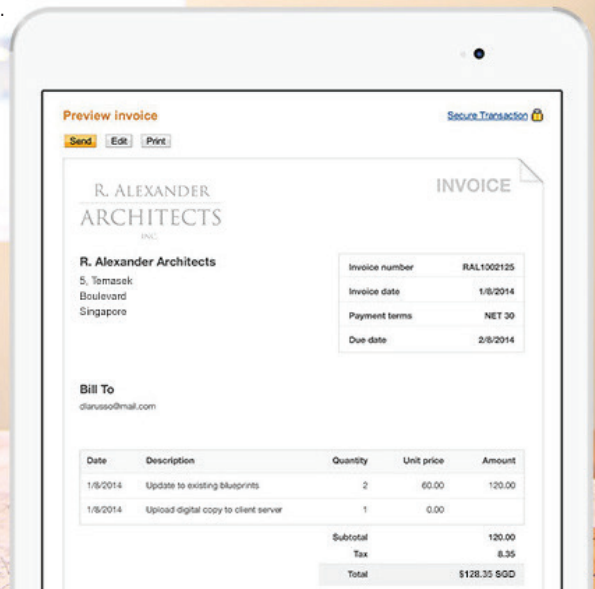
MAKING INVOICING EVEN EASIER

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% + $0.50 SGD per domestic transaction. Additional currency conversion fee may apply for overseas payments. For more information on fees visit paypal.com/sg/fees.

PayPal