



# EMAIL PAYMENTS



## THE EASY WAY TO GET PAID WITHOUT A WEBSITE

Find out why millions of small businesses worldwide use **PayPal Email Payments** to collect money from their customers.

### WORLDWIDE

PayPal enables you to easily and rapidly collect money for the products and services you sell. You can **move** money between people, companies, countries, and currencies:

- From one person (buyer) to another person (seller).
- From one person (buyer) to a company (seller).
- From one country to another country.
- From one currency to another currency.

### GET PAID BY CREDIT CARD

Customers can pay using their credit cards – They don't need a **PayPal** account.

### GET PAID FAST

Once a customer has paid, the money usually is available in your **PayPal** account in minutes.

### GET PAID USING EMAIL

PayPal offers three tools for getting paid by email:

1. **Send Money** to anyone with an email address.
2. **Request Money** from anyone with an email address.
3. **Invoicing** - a full-feature way to Request Money.

### FEES

A transaction fee of **5.4% + \$0.30 USD dollars** is charged for each transaction. A small additional fee is charged if you change from one currency to another.



### KEY FACTS

- No set-up costs, cancellation fees, or monthly minimums.
- Only pay a fee when your customers pay you.
- Get paid by anyone with an email address.
- You customers don't need a **PayPal** account – They can pay with a credit card.
- Industry-leading fraud detection and data security technology keeps you and your customers safe.



## 1. SEND MONEY

With **over 100 million users**, PayPal has become a standard way for people to not only purchase securely on websites, but also to transfer money online for commercial transactions\*. So tell your customers to send you the money via PayPal! If they already have a PayPal account, all they need to send you money is your email address.

### How it works

#### STEP 1: Your Customer Sends You Money

1. Tell your customer to send you money using PayPal!
2. Your customer logs into their PayPal account.
3. Your customer clicks on "Send Payments".
4. Your customer enters your email address and the amount of money to pay you.

### Send Money

To (Email)

Amount  
 USD - U.S. Dollars

[Continue](#)

#### STEP 2: You Get Paid!

5. The money appears in your PayPal account.  
Simple. Fast. Secure.

PayPal

My Account
Send Payments
Request Payments

Overview
Add Money
Withdraw
History
Statements
Resolution Center
Profile

**Welcome, David**

Account Type: Personal [Upgrade](#) | Status: [Verified](#) | Account Limits: [View Limits](#)

PayPal balance: **\$5.00 USD**

My recent activity | [Payments received](#) | [Payments sent](#) [View all of my transactions](#)

**My recent activity - Last 7 days (Jul 8, 2013-Jul 15, 2013)**

[Archive](#)
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[Payment status glossary](#)

☐	Date	Type	Name/Email	Payment status	Details	Order status/Actions	Gross
☐	Jul 15, 2013	Payment From	Jose Morales	Completed	<a href="#">Details</a>		\$5.00 USD

[Archive](#)
[What's this](#)

## 2. REQUEST MONEY

No PayPal account? No problem! With **PayPal Request Money** your customers don't need a **PayPal** account to pay you. They can pay with any major credit card.

### How it works

#### STEP 1: You Request The Money

1. Login to your **PayPal** account.
2. Click the **"Request Payments"** tab.
3. Enter the email address of your customers, and the amount of money.

**Request Money**

Recipient's email address

Amount  
 U.S. Dollars

#### STEP 2: PayPal Sends An Email To The Customer

4. The customer clicks the **"Pay Now"** button...

From: Best Auto Parts via PayPal  
 To: John Morales  
 Subject: PayPal money request from Best Auto Parts

**PayPal** Jul 15, 2013

Hello John Morales,  
 Best Auto Parts would like to be paid through PayPal.

**Note from merchant**  
 Thank you for your business.

Goods	Total	\$5.00 USD
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Click **Pay Now** to continue.

#### STEP 3: Your Customer Pays

5. Your customer can pay with his credit card or debit card.

**Note:** He does not need a **PayPal** account!

**PayPal**

Log in to your account to pay

Pay with your debit or credit card

Country

Card number

Payment Types

Expiration date mm / yy  /

Name

#### STEP 4: You Receive the Money

6. The money appears in your **PayPal** account.  
 Simple. Fast. Secure.

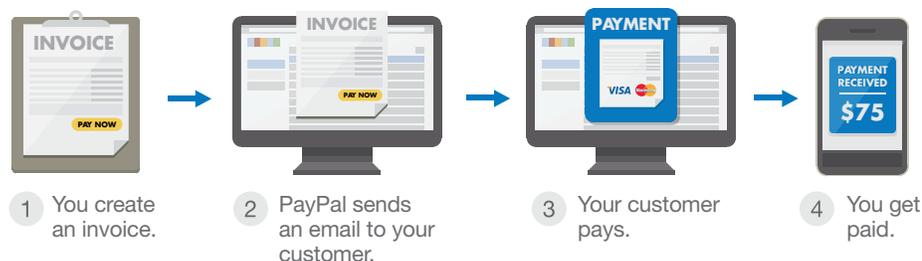
\* PayPal Send and Request Money are for commercial activity only (payments for the purchase of goods and services).

### 3. INVOICING

**PayPal Invoicing** is a solution for business that frequently request money from their customers and want a professional-looking solution with their company logo and advanced features and tools for managing their invoices.

#### How it works

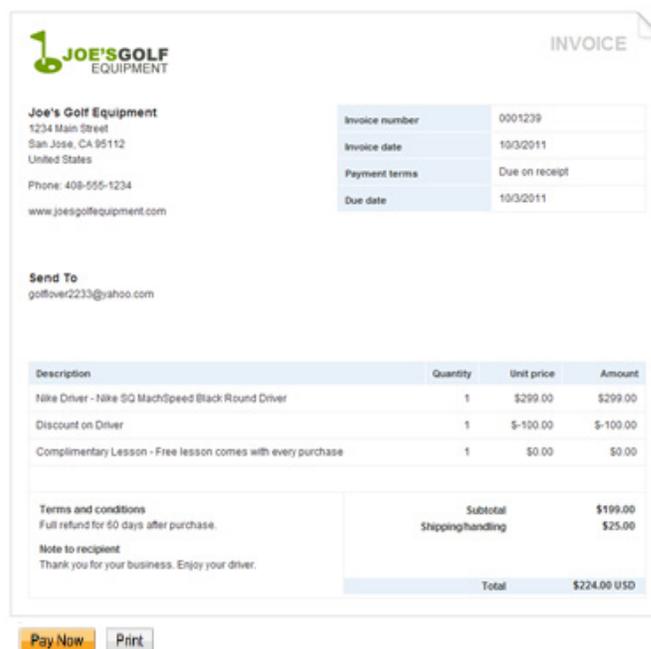
**PayPal Invoicing** works exactly the same way as PayPal Request Money.



### ADVANCED FEATURES

**PayPal Invoicing** includes many advanced features that are not available with **PayPal Request Money**

- Your company logo
- Product descriptions
- Product quantities
- Product IDs
- Discounts
- Shipping
- Taxes
- Invoice ID numbers
- Tools (Search, Sort, Reminders)



### TOOLS

PayPal provides an easy-to-use invoice template to get you started fast and special tools for searching and sorting your paid and unpaid invoices. You can also send Reminders to customers who have not paid yet.

### FEES AND DISCOUNTS

Sending Invoices is free (just like **Request Money**). You only pay a fee when your customer pays you. Standard PayPal fees include discounts as your business collects larger amounts of money.

Your fee per		
Your monthly sales	Transaction	Examples
\$0 to \$3,000	5.4% + \$0.30	\$5.70 on a \$100 sale
\$3,001 - \$10,000	4.9% + \$0.30	\$5.20 on a \$100 sale
\$10,001 - \$100,000	4.7% + \$0.30	\$5.00 on a \$100 sale
\$100,000 +	4.4% + \$0.30	\$4.70 on a \$100 sale

All amount are in US Dollars