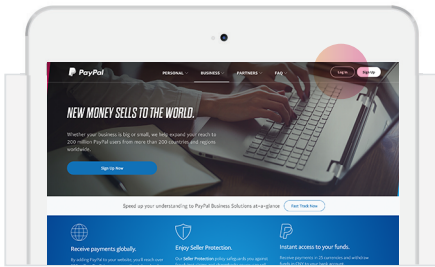


# CREATE AND SEND PROFESSIONAL INVOICES

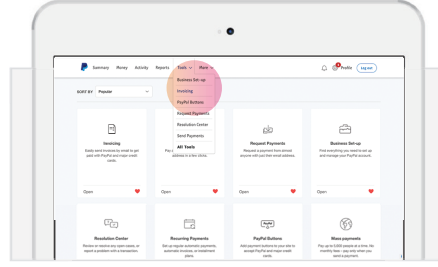
Send an invoice in seconds

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 customers can click and pay you straight from the invoice, or pay with a credit or debit card linked to their PayPal account.



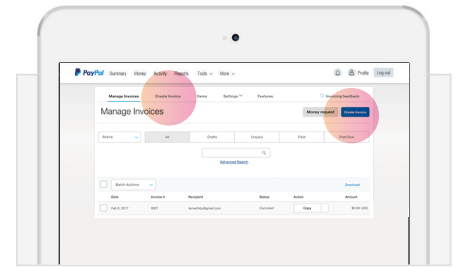
## Step 1

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



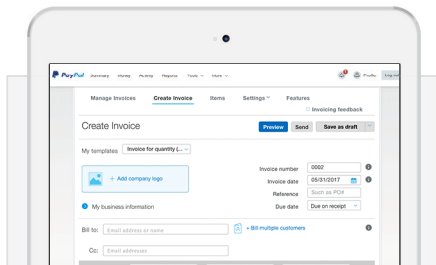
## Step 2

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



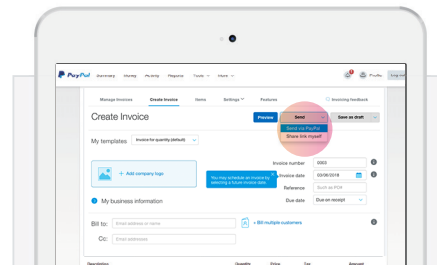
## Step 3

Click on **Create new Invoice** (blue button).



## 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 **Share Link Myself\*** or **Send** the invoice directly.

\*Because invoices contain your customers' personal information, never share the invoice link in a public forum.

## HOW TO SCHEDULE AN INVOICE

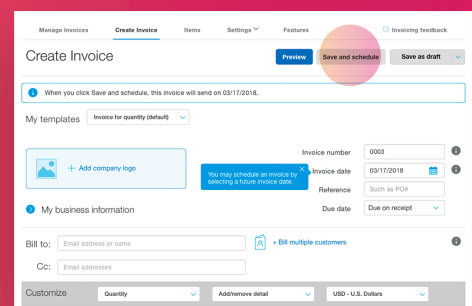
With PayPal Invoicing, you can schedule your invoices to be sent out on a specific date of the month and not have to worry about it later.

**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.



# HOW TO CREATE A CUSTOMIZED INVOICE

You can create customized invoices with your own logo, business information and contact information to create a more professional image for your clients.

- 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.

The screenshot shows the 'Create Invoice' page in PayPal. It includes a top navigation bar with 'Manage Invoices', 'Create Invoice' (active), 'Items', 'Settings', and 'Features'. Below the navigation bar are buttons for 'Preview', 'Send', and 'Save as draft'. The main section is titled 'Create Invoice' and contains several sections: 'My templates' with a dropdown menu showing 'Invoice for quantity (default)'; 'Add Company Logo' button; 'Your Business Information' section with fields for 'Bill to' and 'Cc'; 'Customize' section with a 'Quantity' dropdown, 'Add/Remove Detail' button, and a 'Currency' dropdown set to 'CNY - China Yuan'; a table for line items with columns 'Description', 'Quantity', 'Price', 'Tax', and 'Amount'; a 'Subtotal' section with 'Discount' and 'Shipping' fields; a 'Note to recipient' section with a text area; a 'Terms and Conditions' section with a text area; and an 'Attach Files' section with a '+ Add memo to self' button. At the bottom are 'Preview', 'Send', and 'Save as draft' buttons. Red circles and dotted lines highlight specific features: the template dropdown, the 'Add Company Logo' button, the 'Your Business Information' section, the 'Quantity' dropdown, the 'Add/Remove Detail' button, the 'Currency' dropdown, the 'Subtotal' section, the 'Note to recipient' text area, the 'Terms and Conditions' text area, and the 'Save as draft' button.

| Description                             | Quantity | Price | Tax    | Amount |
|---|----------|-------|--------|--------|
| Item Name                               | 1        | 0.00  | No Tax | 0.00   |
| Enter a detailed description (optional) |          |       |        |        |
| + Add another line item                 |          |       |        |        |

| Subtotal |     | 0.00     |
|----------|-----|----------|
| Discount | 0 % | 0.00     |
| Shipping |     | 0.00     |
| Total    |     | 0.00 CNY |

## 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. 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

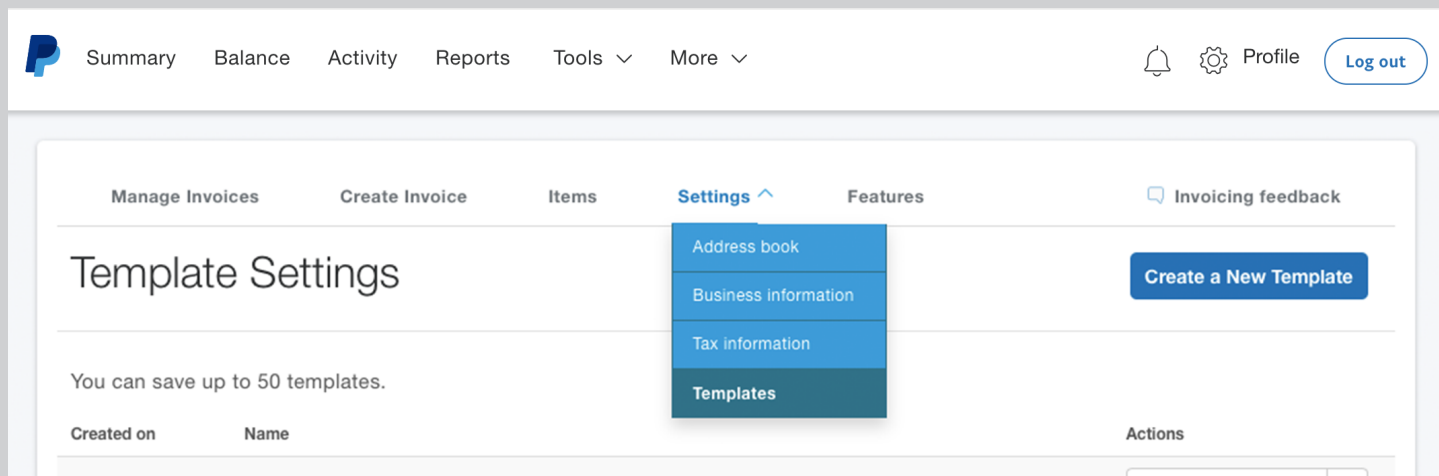
You can add notes to your recipients and also include terms and conditions.

## 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

It's free to create and send invoices with your PayPal account. You only pay the standard fee of 4.4% + \$0.30 USD per transaction when you receive a payment from your invoice from international customers. For your convenience, we transfer all funds to your bank account every day. To learn more about our fees, visit [www.paypal.com/c2/webapps/mpp/paypal-seller-fees](https://www.paypal.com/c2/webapps/mpp/paypal-seller-fees).