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# **“How To Guide”**

## **Using PayPal Invoicing**

**Another helpful “How To Guide” ©PaperChase Business Services**

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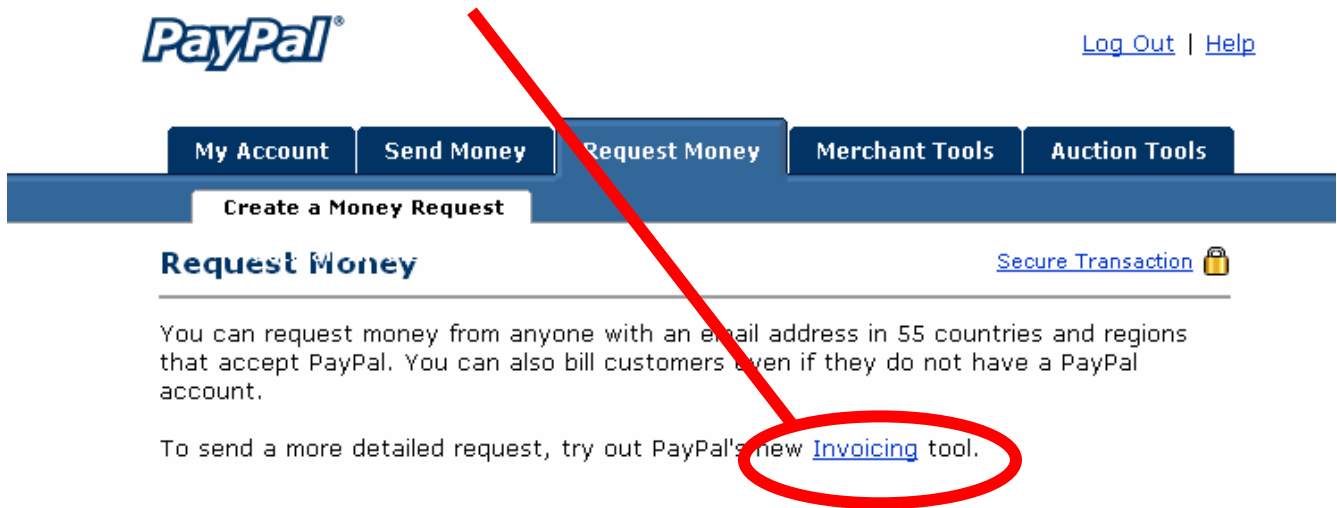
# PAYPAL INVOICING

## "HOW TO GUIDE" BY PAPERCHASE BUSINESS SERVICES

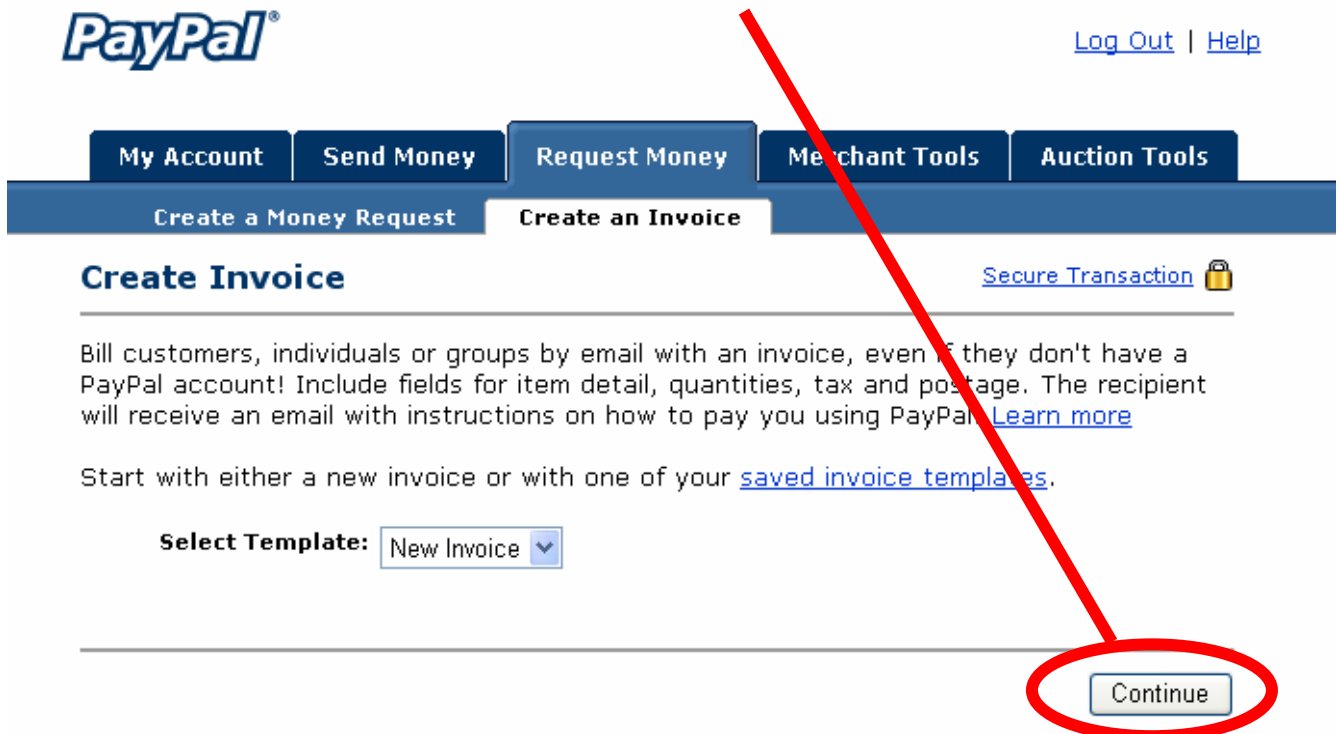
- 1) LOG IN TO YOUR PAYPAL ACCOUNT
- 2) CLICK ON THE "REQUEST MONEY" TAB



- 3) CLICK ON THE INVOICING TOOL LINK



- 4) IN THE SCREEN THAT FOLLOWS, CLICK CONTINUE





## Sender and Receiver Info

Your company name will appear on the invoice. You may optionally include your address and phone number.


Click here and your address will appear

**Your Name:** Mick Gosden

**Your Address: (optional)** - Select Address - 

**Your Phone: (optional)** - Select Phone Number - 


**Recipient's Email:** Enter the email address of the person you want to send the invoice to in here 


-- OR -- Select a recipient  Ignore this box


(For group invoicing, separate multiple emails with commas or returns)

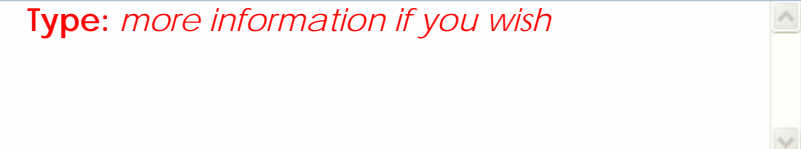
## Invoice Details


Specify the invoice details below. To increase the number of line items click the Add More Rows button. Tax can be optionally applied to each item by selecting the checkboxes in the Taxable column and specifying a Tax rate. [Learn More](#)

**Currency:** US Dollars  From the menu select "pounds sterling"

**Invoice Type:** - Select Type -  From the menu select "goods"

**Email Subject: (optional)** Type: your subject 

**Note: (optional)** Type: more information if you wish 

Qty	Item ID	Description	Unit Price	Amount	Taxable
<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ 0.00	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ 0.00	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ 0.00	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ 0.00	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ 0.00	<input type="checkbox"/>
<b>Subtotal:</b>				£ 0.00	
			<b>Postage:</b> £ 	£ 0.00	<input type="checkbox"/>
			<b>Tax (%):</b> <input type="text"/>	£ 0.00	
<b>Total:</b>				£ 0.00	

Enter the invoice details in the relevant boxes, if you need more rows then just select the "add more rows" button. Enter the postage & packing charge - Click continue  
Check details on the next page that loads and if correct click "send invoice"  
You are then given the option to save the invoice template if you wish (this can save time on future invoices).

**TIP:** If you want to test the application you can send a invoice to yourself.  
Any queries email; [support@cmmt.co.uk](mailto:support@cmmt.co.uk)