How does an Invoice look on the Buyers side?



View Invoice

PayPal^{*}

| My Account Send Money Request Money Merchant Services Products & Services | | | | | | | |
|---|--------------------|------------|----------------------|------------|----------------|----------------|------------------------|
| Overview Add Funds Withdraw History Resolution Center Profile | | | | | | | |
| History Balance Recent Activity All activity Find a transaction_ \$0.01 usD Image: Constraint of the stransaction in the stransaction is stransaction in the stransaction in the stransaction in the stransaction is stransaction is stransaction in the stransaction in the stransaction is stransaction in the stransaction is stransaction in the stransaction is stransaction in the stransaction in the stransaction is stransaction in the stransaction in the stransaction is stransaction in the stransaction is stransaction in the stransacting stransaction in the stransacting stransaction | | | | | | | |
| Maya | to Recent Activity | What's thi | un 1, 2011 to Aug 31 | , 2011 | | | |
| MOVE | to Recent Activity | | - | | | | |
| | Date | 100 - | Туре | Name/Email | Payment status | Details | Order status/Actions |
| | Jun 13, 2011 | | Transfer To | | Completed | Details | |
| | Jun 10, 2011 | | Payment From | Name | Completed | Details | Print shipping label 🔻 |
| | Jun 9, 2011 | | Payment From | or | Completed | <u>Details</u> | Print shipping label 💌 |
| | Jun 7, 2011 | | Payment From | Email | Completed | <u>Details</u> | Print shipping label 🔻 |
| | Jun 6, 2011 | | Payment From | will | Completed | <u>Details</u> | Print shipping label 🔻 |
| | Jun 5, 2011 | | Payment From | appear | Completed | <u>Details</u> | Print shipping label 🔻 |
| | Jun 3, 2011 | | Payment From | here. | Completed | Details | Print shipping label 🔻 |
| | Jun 1, 2011 | | Bill From | | Pending | Details | Pay \$0.99 USD 🔻 |

- Log into your PayPal account.
- Click on History link (under My Account)
- Make sure the date range is correct.
- Click on Details or Pay to view the Invoice before checking out.
- Click the drop down menu to click cancel invoice and notify requestor.

Invoice View

| eview your invoice | | 1 | PayPal | Secure Payments |
|--------------------------------|----------------|----------------------|----------------|-------------------|
| Status: Pending <u>Pay now</u> | | | | |
| LOGO HERE | | | | |
| Name Street Address | Invoice number | | 0002 | |
| City, state Zip Code | Invoice date | | 6/1/2011 | |
| Phone | Payment terms | | Due on receipt | |
| Senders Email | Due date | | 6/1/2011 | |
| Send To Email Address | | | | |
| Description | | Quantity | Unit pr | ice Amount |
| | | 1 | \$1.0 | \$1.00 |
| | | | | |
| ierms and conditions | | Subtotal Discount | | \$1.00 \$-0.01 |
| Note to recipient | | | | - |
| | | | | |

Click Pay, Print or Go to Log

Pay Invoice

Review your payment PayPal Secure Payments

If the information below is correct, click Pay Now to complete your payment.

View PayPal policies and your payment source rights.

| Description | | Unit Price | Quantity | Amount | |
|--------------------------------------|-------------------|---------------------|-----------------------|-----------|-----|
| Payment to | Details | \$ 0.99 | 1 | \$ 0.99 | |
| Add special instructions to merchant | | | Item total: | \$ 0.99 | |
| | | | Total: | \$ 0.99 U | USD |
| | Enter PayPal gift | certificate, reward | <u>l, or discount</u> | | |

| Payment N | /lethod: |
|-----------|----------|
|-----------|----------|

\$0.99 USD

eChecks take 3-5 business days to process (estimated: 9/9/2011-9/13/2011). We advise merchants not to ship until they receive payment.

More funding options

| Ship to: | Name | Click Pay Now |
|----------------------|--|---|
| | Auutess | |
| Contact Information: | email phone Share this phone number with | (the next screen you will see a summary of the invoice sale). |
| | Change Phone | |
| | | |
| | | Pay Now |

Cancel Invoice

Cancel this invoice and email the recipient



We'll send an email to let your recipient know that you've canceled the invoice. You can add a subject line and a personal note to the email before sending.

| То | | | |
|---------|------------------|-----------------------|---|
| | Send me a copy | of the email | |
| Subject | | | |
| Note | | | < |
| | | | ~ |
| | Characters: 1000 | | |
| | Send Cancelation | Go to Manage Invoices | |

If you would like to cancel the invoice, fill in the appropriate information and Send Cancelation.