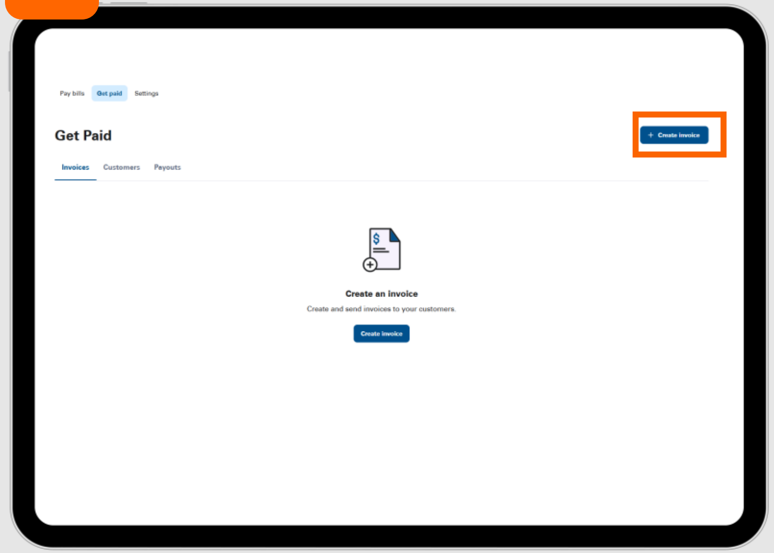
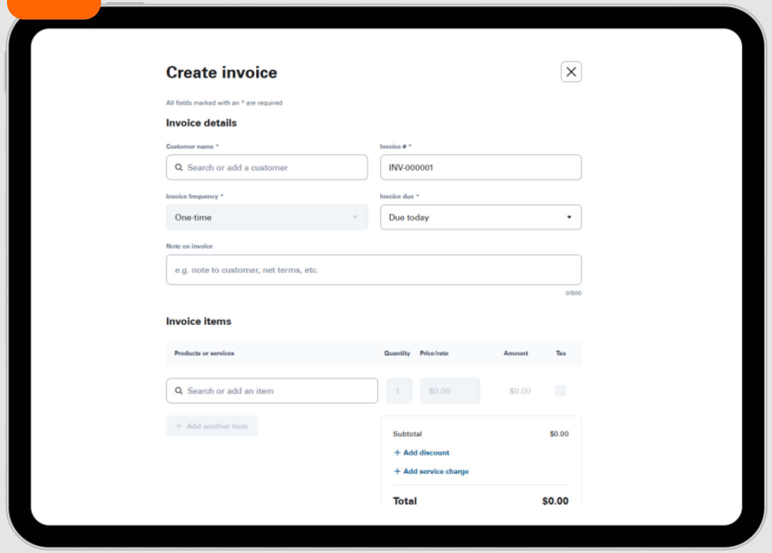
Create an Invoice

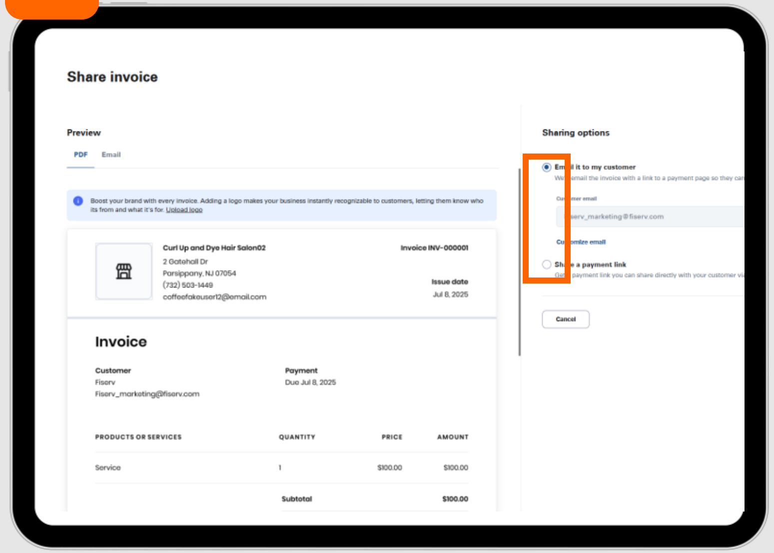
1



2



3



In "Get paid", go to the "Invoices" inbox. Click on "+ Create Invoice" in the top right corner.

Fill out "Invoice details", "Invoice items", and "Payment options". Click "Save as draft" or "Create and share" when finished.

If "Create and Share" is chosen, view a preview of the invoice, and choose a radio button next to a share option. Then click "Share Invoice."