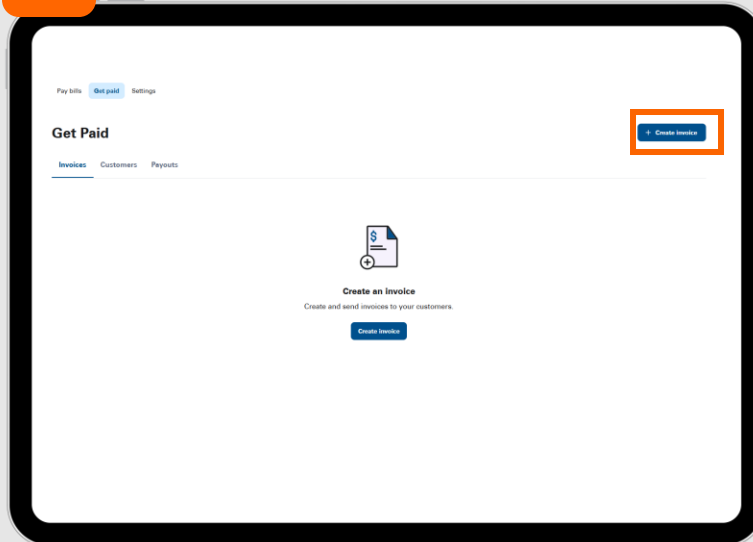


# Create an Invoice

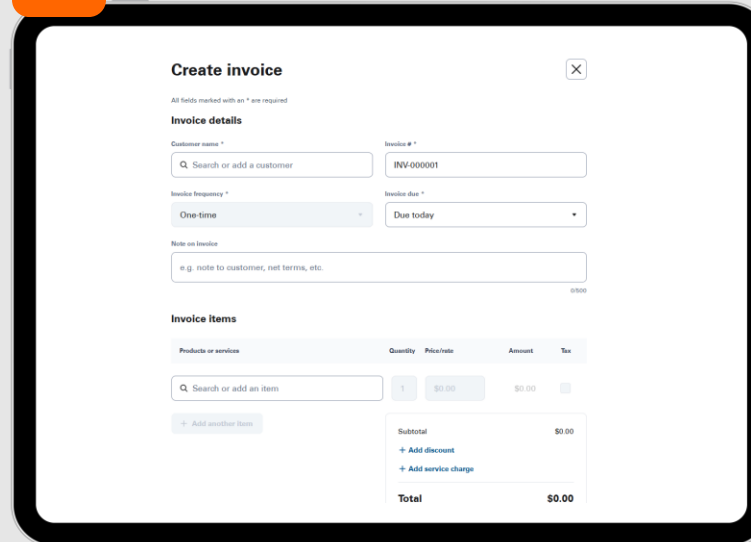
1



The screenshot shows the 'Get Paid' dashboard. In the top right corner, there is a blue button labeled '+ Create Invoice' which is highlighted with an orange rectangle. Below the dashboard header, there is a large icon of a document with a plus sign and the text 'Create an Invoice' and 'Create and send invoices to your customers.'

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

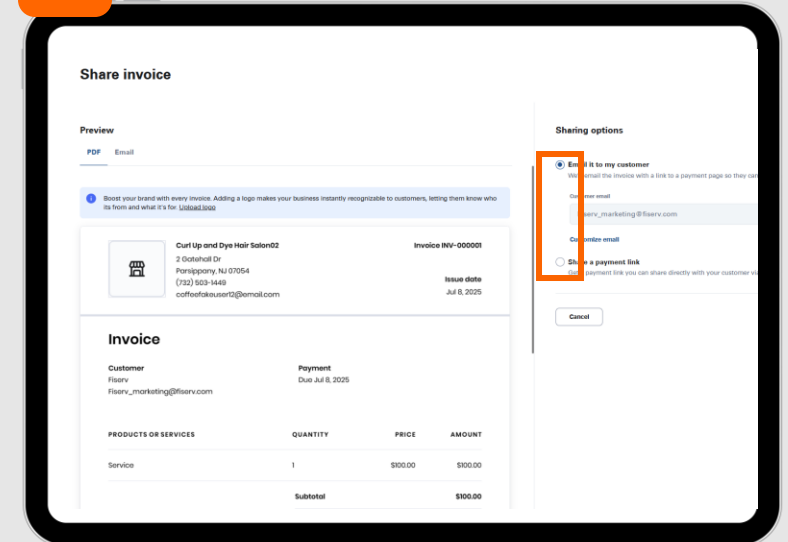
2



The screenshot shows the 'Create invoice' form. It has sections for 'Invoice details' and 'Invoice items'. The 'Invoice details' section includes fields for 'Customer name \*', 'Invoice # \*', 'Invoice frequency \*', and 'Invoice due \*'. The 'Invoice items' section includes a table with columns for 'Products or services', 'Quantity', 'Price/rate', 'Amount', and 'Tax'. There is a search bar for adding items and a 'Subtotal' section.

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

3



The screenshot shows the 'Share invoice' form. It has a 'Preview' section on the left and a 'Sharing options' section on the right. The 'Sharing options' section has two radio buttons: 'Send it to my customer' (which is selected and highlighted with an orange rectangle) and 'Share a payment link'. There is also a 'Cancel' button.

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.”