

HOUSE CLEANING PRO
PRESENTS

INVOICING CLIENTS

Using FREE and PAID Methods



Faster Billing - Faster Payments

Anne-Marie Moore

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Using Manual Invoices

The easiest way to bill your clients is to use a manual invoice that you prepare and send or leave with them on the day of the appointment. All you need is a digital invoice template that you can use on your computer to fill out each time you service a client. You can [order invoices](#) online, order through your local print/office store, or make an original invoice template yourself.

A business invoice contains:

- Your business information
- Your customer information
- Date of service
- Current amount due
- Prior amount(s) due
- Total due
- Due date
- Memo Area which can be used to record the date you received payment

Once you filled out the information on your invoice, save it as a unique document for your client by date in their own folder. This way you can keep track of the invoices you have issued and when payment was received.

You can now send the invoice via email, snail mail, or print it and leave it with your client on the day of service.

Using PayPal to Invoice Your Clients

Using PayPal for invoicing is one of the easiest and most user-friendly ways to bill clients. It's simple to use, yet it is a robust and powerful platform for your basic client billing needs.

PayPal is ultra-secure, using the latest anti-fraud technology. Unless you upgrade to Website Payments Pro and process payments on your own website, all transactions are processed on PayPal's secure hosted pages.

Before you rush off to set up invoicing, however, consider whether or not you need PayPal's Website Payments Pro or your basic, free account.

- **Your free PayPal account** is all you need if you want to do **simple client invoicing**, and even offer a few **products** for sale (and **accept credit cards**).

For your products or service packages, you can install a PayPal button on your website. Your customer is taken to PayPal to log in and pay, and you can even brand your PayPal payment page with your logo and brand colors.

- **Website Payments Pro** is what you'll need if you don't want customers to leave your website/merchant account.

The screenshot shows the PayPal website's comparison page for two payment solutions. At the top, there's a navigation bar with links like Home, Personal, Business, Developers, and Where To Use. Below this is a banner that says "ACCEPT CREDIT CARDS ON YOUR WEBSITE" and "Compare Our Online Payment Solutions". The main content area is divided into two columns: "Website Payments Standard" (labeled "MOST POPULAR" and "No Monthly Fee") and "Website Payments Pro" (\$35 a Month). A "View Comparison Demo" button is between them. A table-like structure compares features: "Accept Credit Cards Online", "Accept PayPal Payments", "Works with Most Major Shopping Carts", "Integrated into YOUR checkout experience", and "Credit Application Required". Checkmarks indicate which features each plan supports. At the bottom of each column are "LEARN MORE" buttons with sub-links "Try It Now" and "Apply Now". The footer contains sections for "Using Your Internet Merchant Account" (with a link to "Payflow Gateway") and "Need Help Deciding?" (with contact info for an online payments specialist).

Feature	Website Payments Standard	Website Payments Pro
Accept Credit Cards Online	✓	✓
Accept PayPal Payments	✓	✓
Works with Most Major Shopping Carts	✓	✓
Integrated into YOUR checkout experience	✓	✓
Credit Application Required	✗	✓

Note that **you can accept credit card payments with both types of PayPal account** – Website Payments Standard and Website Payments Pro.

Step 1. How PayPal Invoicing Works

You have most likely used PayPal to purchase products. Now it's time to make it work for you, allowing you to make money by billing your clients. All you need is a verified PayPal account, so you can move money to your business bank account.

To verify your PayPal account:

To verify, link your bank account and credit card to your PayPal account. (PayPal calls for "either...or" bank account or credit card, but if you want to move client payments to your business bank account, you can choose both.)

1. Log into your [PayPal](#) account.
2. Look to see whether or not your account is verified (if you don't remember setting this up).



3. If the anchor text reads "Unverified", click on that link to be walked through the simple verification process.

Once your account is verified, you are ready to invoice your clients.

You can **customize your Invoice Templates with your logo and business colors**.

You can also copy invoices, if you want to bill for recurring jobs: E.g. billing Client "A" for her monthly \$150.00 research package.

How much will billing through PayPal cost me?

There may or may not be fees, depending on certain conditions (e.g. whether or not payment is passing "cross border" or currency conversion is involved), but PayPal fees are generally negligible, and any disadvantage is dwarfed by the enormous benefit of being able to accept payments into your bank account – even if you never leave your room. (Clients love being able to pay easily through PayPal too – particularly within marketing niches, where PayPal accounts are often a "given".)

Fees usually range between .30-50 cents or 1.9%-2.9% per transaction. But before you get too confused reading PayPal's help sections detailing payment conditions, **here's how it works out in reality** for a single service provider accepting both cross-border and at-home payments.

Invoicing Clients Using Free and Paid Methods



Payments received - May 1, 2013 to Jul 1, 2013

Date	Type	Name/Email	Payment status	Details	Order status/Actions	Gross	Fee	Net amount
May 9, 2013	Payment From		Completed	Details	Print shipping label	\$60.00	-\$2.04	\$57.96 USD
May 7, 2013	Payment From		Completed	Details	Print shipping label	\$175.00	-\$5.38	\$169.62 USD
May 3, 2013	Payment From		Completed	Details	Print shipping label	\$250.00	-\$7.55	\$242.45 USD

The cost of invoicing via PayPal seems to work out at a rough ballpark of about **\$3.00 (U.S. or CAD) per \$100 of payment, per invoice**, give or take .50 cents depending on variable factors such as the exchange rate.

The other fact you need to know:

If you withdraw amounts smaller than \$150.00 from your bank account, you will be charged an extra 50 cents “withdrawal fee”. So it's better to wait until you can withdraw \$150.00 or more, if saving pennies is important to you.

All this can affect whether or not you choose to **invoice monthly or per project**.

(For more information on fees, check out PayPal's page, [Simple pricing. No surprises.](#)

If you earn more than \$3,000 CAD per month, you are eligible to apply for [PayPal's Merchant Rate](#) – “which lowers your fees as your sales volume increases”).)

Step 2. PayPal Pro or Standard?

If you combine a service business with selling products at all, Website Payments Standard is still a solid option.

Your customers don't need a PayPal account to pay you, so be sure to let them know this, right on your website. (All they need is a valid major credit card.)

With Standard, you can:

- Accept major credit card payments
- Brand your PayPal Page with your Logo and brand colors

Its benefits to you:

- No monthly fee
- No storage of sensitive payment data – customers pay on secure PayPal hosted pages
- You can easily add a payment button to your website

If you want more sophisticated features however, you may have to upgrade to Website Payments Pro. Be aware, however, that **you will have to file a credit application**.

The advantages of Pro:

- Customers never have to leave your site when purchasing
- Integrates with Shopping Carts.

Step 3. Setting Up Your Invoicing

With your simple, verified PayPal account...

4. Log into your [PayPal](#) account.
5. Click on the blue **Request Money** tab.



6. Click on the anchor text, "Invoice Settings".



Since this is your first time client-billing through PayPal, we are going to **set up your billing information**. Once this is done, the next time you log on, you will select the big "Create Invoice" button instead.

Invoicing Clients Using Free and Paid Methods

The screenshot shows the PayPal 'Enter your contact information' form. The form is titled 'Enter your contact information' and includes a sidebar with 'Invoice Settings' and 'Your contact information'. The main form fields include Business name, First name, Last name, Address, Phone, Fax, Email, Website, and Additional information. There are two drop-down buttons labeled 'Don't show on invoice' for the Address and Phone fields. A 'Save' button is at the bottom.

As you can see, setting up your billing information is straightforward – your Business name, first and last name, address, telephone number, FAX, email, website and “additional information”.

Two drop-down buttons give you the option to display or hide your address and telephone number.

And then you “Save”.

Step 4. Sending Your Invoice

Once you have created your basic invoice settings (complete with logo), you can go ahead and send your first invoice.


1. Click **Create Invoice**
2. Fill in the client's payment **email address**

Invoicing Clients Using Free and Paid Methods

Create a new invoice Secure

Select a template to start: (default) Invoice settings

Your contact information

 [Change logo](#) | [Remove logo](#)

[Edit contact information](#)

Invoice information

Invoice number [Learn more](#)
0131

Invoice date [Learn more](#)
7/11/2013

Payment terms [Learn more](#)
Due on receipt

Due date
7/11/2013

Send to [Address book](#)

Recipient's email address
@mac.com

[Add billing and shipping information \(optional\)](#)

☒ Save to Address Book

Your "Invoice Information" will be filled in automatically – though you can change the payment terms by clicking on the drop-down arrow.

3. Fill in the **project details**, including **number of units** and **price per unit** (PayPal will automatically multiply the total for multiple units).

Invoicing Clients Using Free and Paid Methods

Select currency: USD - U.S. Dollars

Item name/ID	Date	Quantity	Unit price	Tax	Amount
May articles		5	25.00	No tax	\$ 125.00
Finance blog posts, 500 words each					
Short Report		1	100.00	No tax	\$ 100.00
Why Budgets Never Work					
		1		No tax	\$ 0.00
Description (optional)					
Terms and conditions					
For example: your return or cancellation policy					
Characters: 4000					
Note to recipient					
Thank you.					
Characters: 2990					
Memo (your recipient won't see this)					
Introductory batch					
Characters: 132					

Subtotal: \$ 225.00
Discount: \$ 0.00
Shipping/handling: 0.00 \$ 0.00
Tax on shipping: No tax
Other (specify): \$ 0.00
Total: \$ 225.00

Buttons: Send, Preview, Save Invoice, Save as Template, Close

Press the **Preview** button before sending.

4. Preview your invoice in a new page.

Preview invoice

Secure Transaction

Buttons: Send, Edit, Print

Invoice number	0001
Invoice date	6/3/2014
Payment terms	Due on receipt
Due date	6/3/2014
Reference	

Bill To

Description	Quantity	Unit price	Amount
Subtotal			\$0.00
Total			\$0.00 USD

Buttons: Send, Edit, Print

5. If it is correct, press **Send**.

One last point: If you are creating **service packages for clients**, you can make it easy for them to buy automatically by [placing a PayPal button](#) on your website.

PayPal makes it easy to professionally invoice, do business – and get paid – with virtually no learning curves or complicated systems.

Using FreshBooks to Invoice Your Clients

Who should use FreshBooks for client invoicing? There's a surprisingly easy answer: Anyone who has multiple clients and wants to do some serious tracking of expenses and income – and anyone who likes a really easy system with strong support during business hours.



FreshBooks is available on the [iPhone App store](#). In fact, it's available across all your devices. You can access and manage your data, or invoice your clients, from anywhere. And your data is always backed up, with top-level security. Another great advantage in using FreshBooks: If you need more than one person to access your accounts, they can easily do so. On top of that, you can accept payment through twelve different payment gateways (including PayPal and major credit cards).

FreshBooks was designed especially for small business owners, its mission being to make accounting as simple as possible: And expense and time tracking stops being a chore. (You can even import data from your bank account or credit card).

Invoicing Clients Using Free and Paid Methods

Online Invoicing	Expense Tracking	Time Tracking	Accounting Reports & Taxes
Customize your Invoice	Automatic Expense Import	Timer	Profit and Loss
Online Payments	Attach PDF or Image Receipts	Team Timesheets	Accounts Aging
Recurring Invoices & Auto Payment	Recurring Expenses	Track Unbilled Time	Expense Reports
Late Payment Reminders	Assign & Rebill Expenses	Different Rates for each Project	Sales Tax
			Balance Sheets

You can also take advantage of multiple add-ons. Granted, these are not free, but they perform functions such as:

- Allowing you to integrate FreshBooks directly with Basecamp, Zen Cart and other popular project management and sales cart software and systems
- Allowing you to use it via your Android, Windows Mobile or Blackberry – in addition to iPhones
- Tracking your team members' time remotely
- Lead generation
- Sending out emails related to sales campaigns

Most of all, if you have multiple clients, FreshBooks can save you hours of billable time.

FreshBooks Pricing:

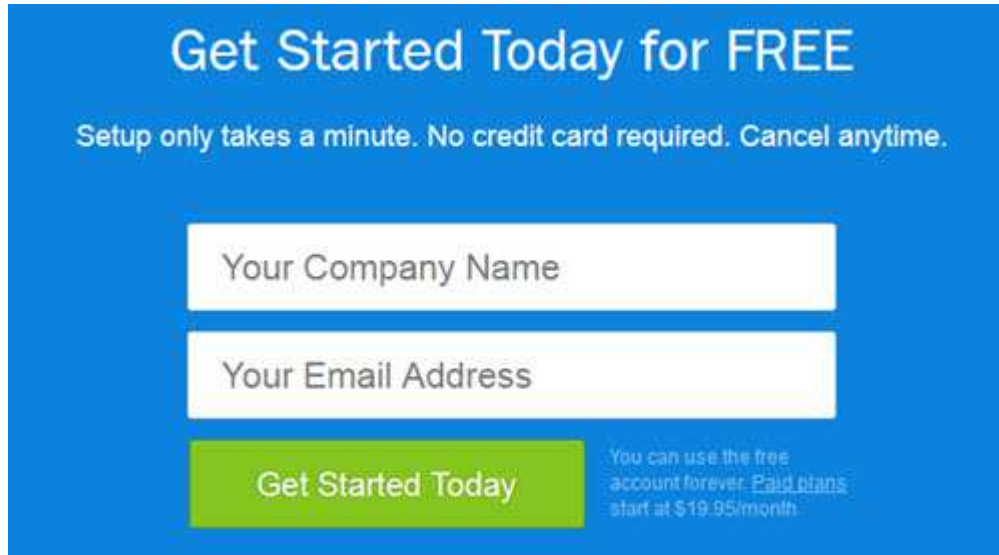
Pricing is set to suit your business budget, starting with a limited free account that allows you to manage one client (although you don't have access to automatic expense import or team timesheets or expense reporting).

Many small business owners find the "Seedling" plan at \$19.95 per month more than adequate to all their needs, but if you need timesheets and expense reporting, you will want to sign up for their "Evergreen" at \$29.95 per month. If you need to have more than one person use the account, you will need the "Mighty Oak" plan at \$39.95 per month for up to five people (with \$10 per additional staff member accessing your account).

There's a free, 14-day trial and "no credit card is required" – so let's give FreshBooks a whirl...

Step 1. Setting Up your Free FreshBooks Account

Register from any of the green "Try it free" buttons on any page you've been exploring. When you click, you'll instantly be taken to a set-up and registration page.



Get Started Today for FREE

Setup only takes a minute. No credit card required. Cancel anytime.

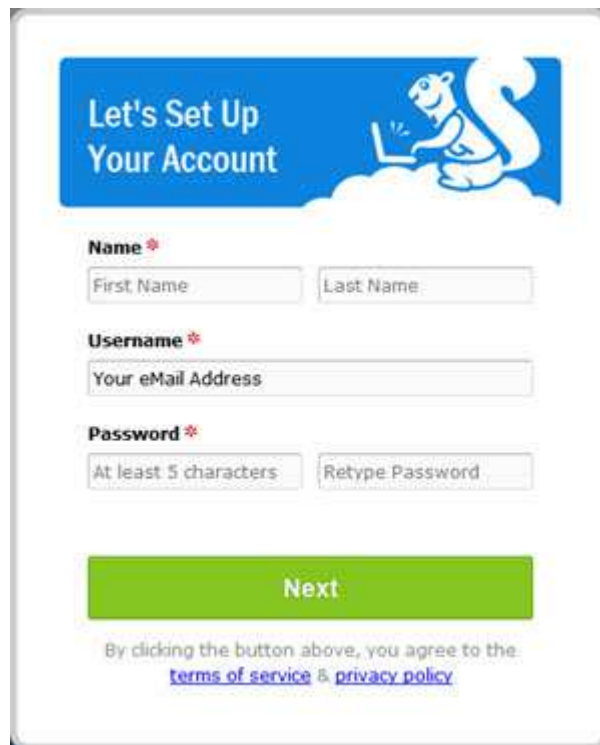
Your Company Name

Your Email Address

Get Started Today

You can use the free account forever. [Paid plans](#) start at \$19.95/month.

Once you've entered your company name (or your name, if you're a sole proprietor) and business email, you'll be taken to a page and asked to enter information to create your account.



Let's Set Up Your Account

Name *

First Name Last Name

Username *

Your eMail Address

Password *

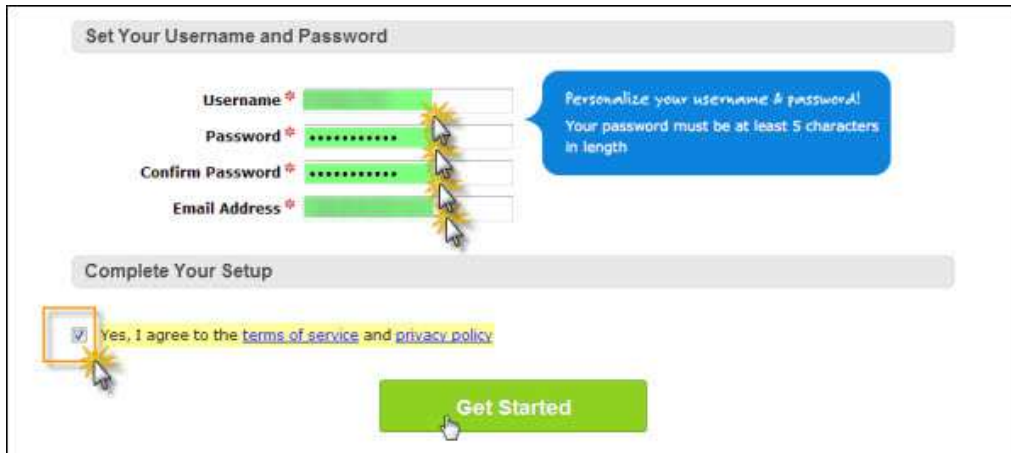
At least 5 characters Retype Password

Next

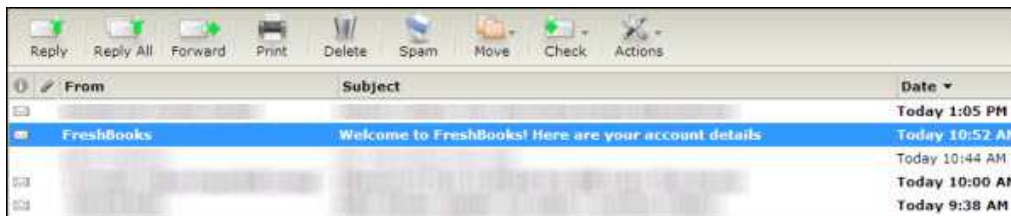
By clicking the button above, you agree to the [terms of service](#) & [privacy policy](#)

Since you are creating an account with sensitive information, be sure to use a password that is more than ten characters and contains a combination of letters, numbers, and special characters. The next page they display is optional; click on "skip this."

Scroll down and click on “Create an Invoice.”



You will be sent an email with your account details. Check your email inbox and make a note of these.



Press the green “Get Started” button.

Step 2. Create an Invoice and Add a Client

You can bill three ways: For...

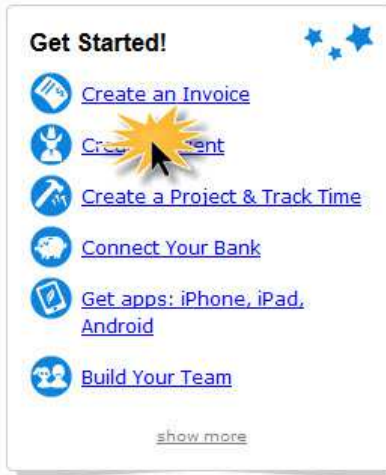
- Time (hourly billing)
- Items (products, service packages, payment per project)
- Both of the above

You can also add taxes – to the entire invoice or to individual qualifying items.

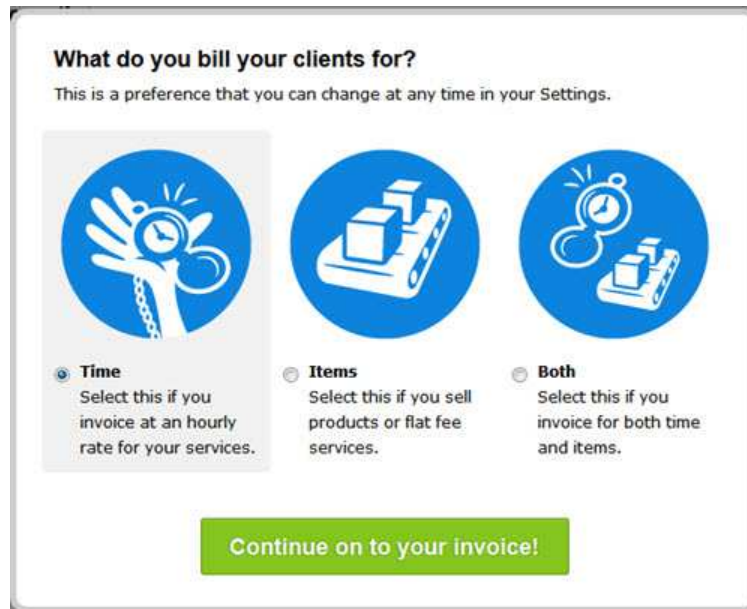
When you create your very first invoice, you will automatically be prompted to add your client, so don't worry about inputting all your clients first unless that works better for you.

1. From your **Overview** section, click on “Create an Invoice”.

Invoicing Clients Using Free and Paid Methods



2. FreshBooks needs to know how you will be invoicing your clients; select **Time** if you bill by the hour; select **Items** if you bill a flat fee; select **Both** if you use both methods. Click on “Continue on to your invoice!” when you have made your selection.



3. Since this is a first invoice, you will be prompted to set up your client's profile. Enter all the information you want to add for the client you are about to bill – but note this can be as little as an **organization name** and **email address**.

Be sure to **Save Client**.

Invoicing Clients Using Free and Paid Methods


(Note: If your client is a sole proprietor or individual, simply enter his or her full name in the “Organization Name” field.)


Later on, you can easily add new clients by pressing the drop-down menu in your invoice, whenever you create a new one.

4. Enter your billing details, such as the type of item billed for. And notice that your first invoice automatically starts at 0000001: You can manually change it, and even add a P. O. number.

Invoicing Clients Using Free and Paid Methods


New Invoice

Client * **Ignatius Gate** 

USD * English 

Address No mailing address specified for this client.
[Edit Address](#)




Invoice Number * 0000001

Date of Issue * 04/14/13 

PO Number

Discount %

Online Payment [Set up online payments](#)

Task	Time Entry Notes	Rate	Hours	Tax	Tax	Line Total
						0.00
General						0.00
Meetings						0.00
Research						0.00
 New Task						

Invoice Total \$0.00

Paid to Date 0.00

Balance (USD) \$0.00

5. Once you have input your entries...

Task	Time Entry Notes	Rate	Hours	Tax	Tax	Line Total
Meetings	2 hour coaching consultation	500.00	1			500.00
Products	Resource Kit	147.00	1			147.00
						0.00
Add Line						
Invoice Total						\$647.00
Paid to Date						0.00
Balance (USD)						\$647.00

...You can add your **payment terms** and **notes for your client**.

Terms [\(Set Default Terms\)](#)

Payment on delivery 

Notes Visible to Client

Thank you -- we value your business! 

6. Finally, decide what you want to do with your invoice.

Invoicing Clients Using Free and Paid Methods

Save as Draft	Send by Email *	Send by Snail Mail
Save this invoice as a draft. Your client will not be able to view this invoice until it is sent.	Email this invoice to your client.	Send a hard copy of this invoice to your client via snail mail . You have 2 stamps. Buy stamps or send a free sample .
* This is how your client likes to receive invoices.		

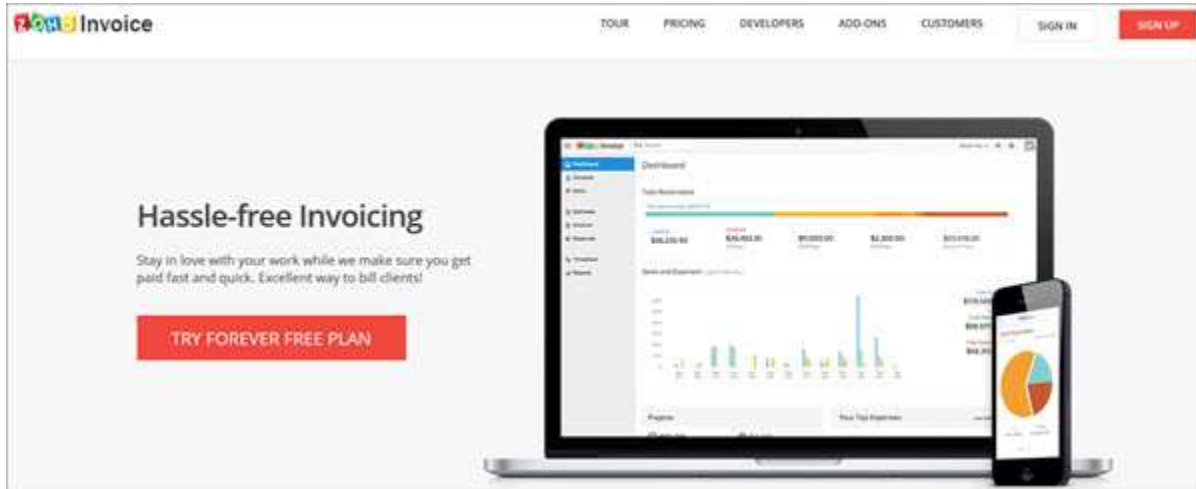
You can:

- Save it as a draft while you set up payment gateways or make other client profile edits
- Send it immediately by email (you'll see an exact preview of what your client will receive)
- Send it as a snail mail invoice. Note that you can "buy stamps" so that FreshBooks sends the snail invoice directly, without you having to print it out and manually process it.

Invoicing with Zoho invoice

Zoho is a full office suite that synchronizes with both Google and Yahoo. Part of this suite is its invoicing service, but it is difficult to find from the main Zoho address.

Zoho Invoice is a separate service, so do sign up using the [correct link](#). This is what you should see, when you CTRL+C the link just given...



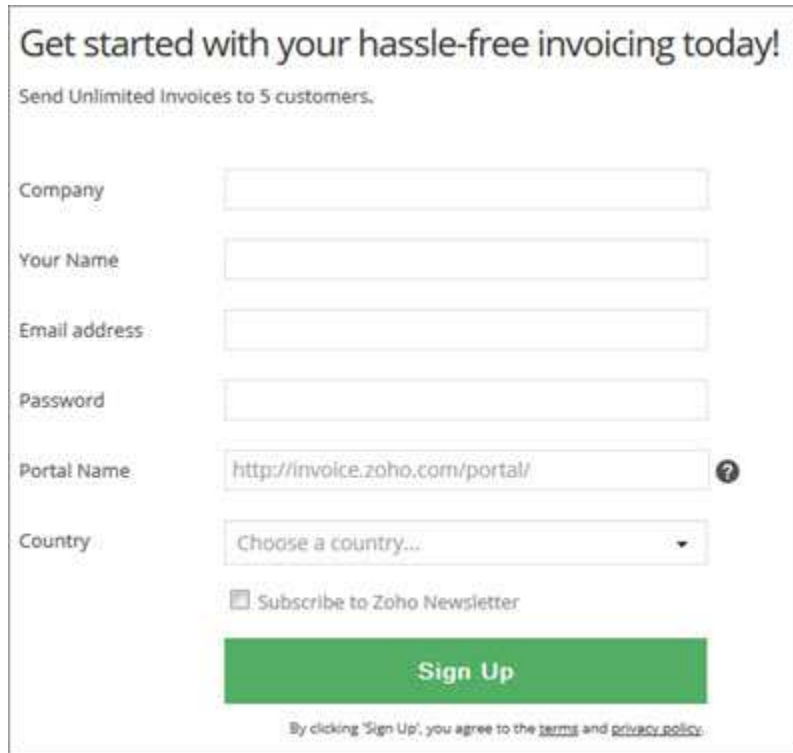
Zoho's benefits include:

- Tracking
- Customization with your Logo
- Accepting online payments
- Sending snail mail payments
- The ability to automatically generate thank-you emails on payment
- The ability to automate payment reminders
- Android and iPhone app versions
- PayPal and Google Apps integration
- Bad debt accounting
- Bulk printing

In addition, Zoho recently added Braintree, 2Checkout and Stripe to its payment integration options.

Step 1. Signing Up with Zoho

To register an account with Zoho, click on the “Try Forever Free Plan” button and enter:



Get started with your hassle-free invoicing today!

Send Unlimited Invoices to 5 customers.

Company

Your Name

Email address

Password

Portal Name ?

Country

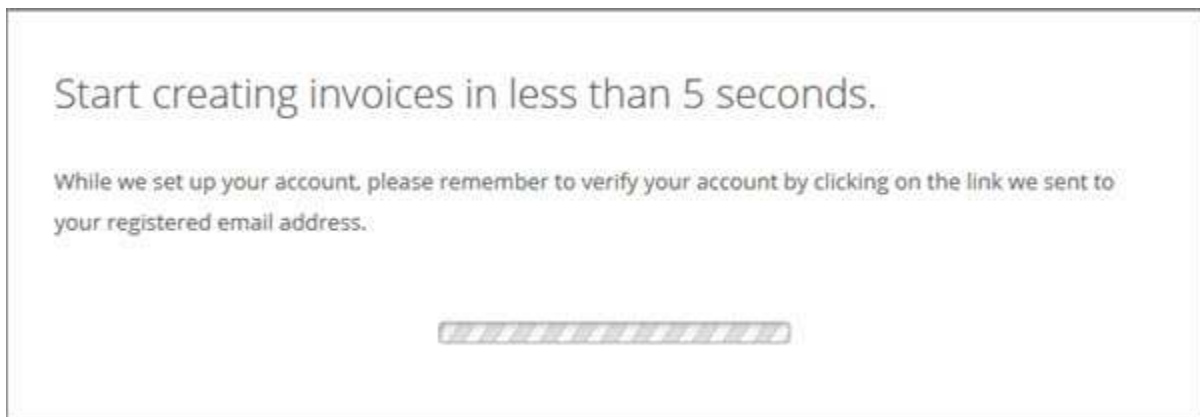
☐ Subscribe to Zoho Newsletter

Sign Up

By clicking 'Sign Up', you agree to the [terms](#) and [privacy policy](#).


When you have done so, click on the green Sign Up button.

You will be reminded to **verify your email address** while your account is populating.




Start creating invoices in less than 5 seconds.

While we set up your account, please remember to verify your account by clicking on the link we sent to your registered email address.



Zoho now requires you to select a name for your invoice portal – this will allow your clients to view their transactions at any time, saving you from client inquiries. Use all lower-case letters:

Invoicing Clients Using Free and Paid Methods



Welcome to NEW Zoho Invoice!

We just made Zoho Invoice smarter and more beautiful! It will help you get work done faster and give you more time to grow your business.

We hope you love the new interface as much as we loved building it.

Register your client portal

Take a moment to create portal so that your customer can view their transaction at anytime.

[Learn more](#)

- You can change the portal settings in the organization profile later.
- Give access to your customer by enabling client portal in contacts to get paid quicker.

[Create your own Portal](#)

Optional - Once you have entered your portal name, click on the red button, “Create your own Portal.”

You will need to setup preliminary information before you create an invoice, so click on “Quick Setup.”

Choose an option to start exploring Zoho Invoice!

[Quick Setup](#) [Product Tour](#) [Create Invoice](#)

You don't have to enter all the information, but you should enter your business name and your accounting currency:

Invoicing Clients Using Free and Paid Methods

Organization Details

You can upload your company logo from Settings later

Organization Name

Company Address ⓘ

Accounting Currency

Industry

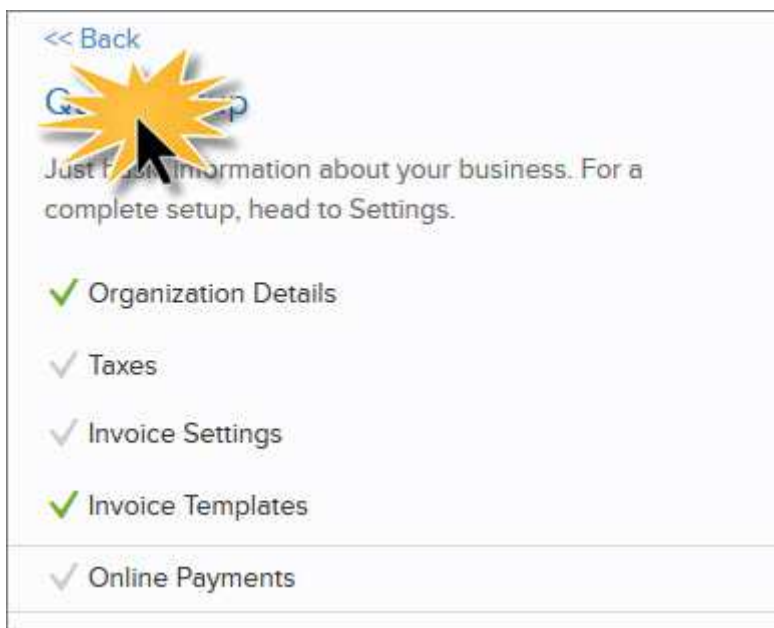
Save [Skip setup](#)

Click “Save” when you’re done.... Or you can click on “Skip setup” if you change your mind.

You can continue with the setup of your tax information, invoice settings, selection of an invoice template, and your payment gate.

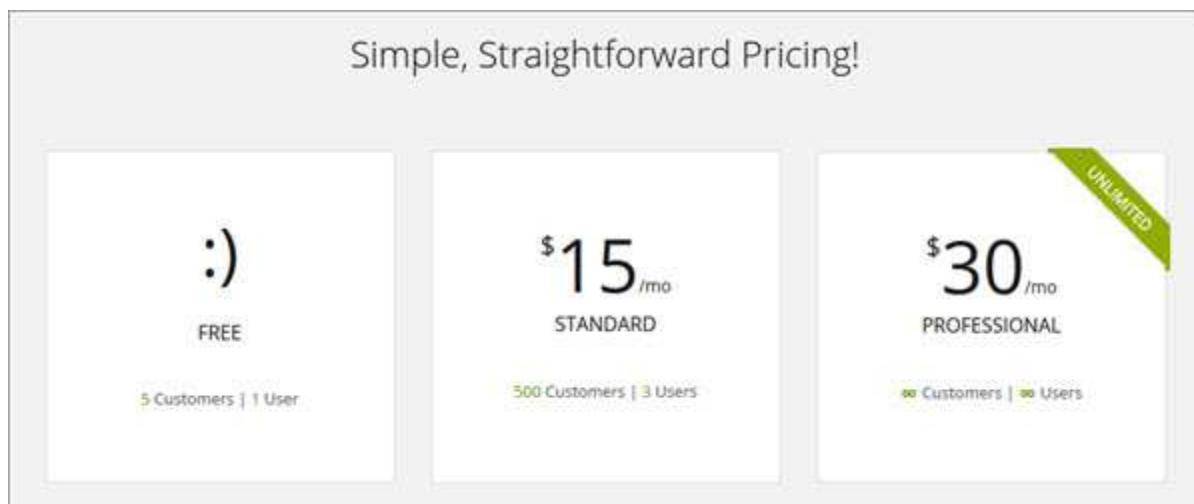
When completed, click the “back” button:

Invoicing Clients Using Free and Paid Methods



Zoho Pricing:

So what have you signed yourself up for? Relax – a basic, one-user Zoho account is free.

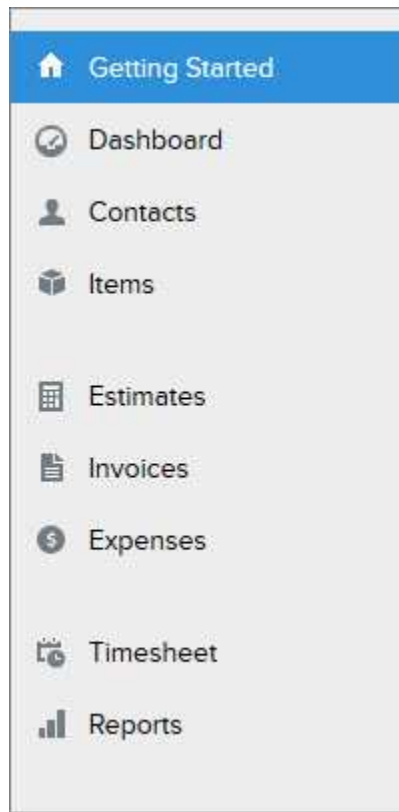


Your pricing alternatives range from \$15 per month for three users and 500 customers to \$30 per month for unlimited customers and users.

With both paid plans, you can save “2 months cost” by paying annually. And with all plans (including the free version) you are allowed unlimited invoices, estimate and projects, meaning that Zoho has many of the advantages offered by Freshbooks.

Step 2. Getting Around Zoho Invoice

Zoho’s navigation menu is on the left-side of your page, making it easy to see where you are.



At the top of the page, a ticker-tape style pop-up will either tell you which function you have just completed or display reminders of any actions Zoho needs you to take.



Step 3. Creating a Zoho Invoice

Creating your first invoice is easy. Simply click on **Invoices**, then the “Create new Invoice” link.

Invoicing Clients Using Free and Paid Methods

The 'New Invoice' form contains the following fields and values:

Field	Value
Customer name	Select customer to invoice
Invoice Number	INV-000001
Order Number	
Invoice Date	03/06/2014
Terms	Due on Receipt
Due Date	03/06/2014
Late Fee	None
Sales Person	Choose the sales person or type to add

Your invoice template will open up.

1. Click the drop-down arrow on **“Select customer to invoice.”** Click on the blue **+ New Customer** link. A pop-up will appear. Fill in your customer or client information, and click the blue **Save** button.

The 'New Invoice' form is shown with the 'Customer name' dropdown menu open. The menu displays a blue link labeled '+ New Customer'.

Field	Value
Customer name	Select customer to invoice
Invoice Number	
Order Number	
Invoice Date	03/06/2014
Terms	Due on Receipt
Due Date	03/06/2014
Late Fee	None
Sales Person	Choose the sales person or type to add

Invoicing Clients Using Free and Paid Methods

New Customer

Primary Contact: None First Name Last Name

Company Name:

Contact Display Name: ?

Contact Email:

Contact Phone:

Website:

Currency: USD- US Dollar

Enable Portal? ☒ Allow portal access for this contact

[Click here to add more fields](#)

Save **Cancel**

2. Your customer has been accepted and an invoice number is assigned, which you can change. Input your terms, late fee and your first line item.

New Invoice

USD No location

Invoice Number: ?

Order Number:

Invoice Date: Terms: Net 15 Due Date: 18/06/2014

Late Fee: None

Sales Person: Choose the sales person or type to add

Item Details	Quantity	Rate	Discount	Tax	Amount
<input type="text" value="Type or click to select an item"/>	<input type="text" value="1.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0 %"/>	None	<input type="text" value="0.00"/>

[+ Add another line](#)

Invoicing Clients Using Free and Paid Methods

3. Your new “Item” now appears in your invoice – and this type of item will be **available as a drop-down** from now on.

Item Details	Quantity	Rate	Discount	Tax	Amount
Weekly Service	1.00	65.00	0 %	None	65.00
+ Add another line					
Sub Total					65.00
Shipping Charges					0.00
Adjustment					0.00
Total (\$)					65.00

4. Underneath your items, you will be given the opportunity to enter **customer notes**, **configure your online payment options** by pressing the link, if you want to give your client the opportunity to pay online, and enter **terms & conditions**. Click **Save as Draft** or click **Save and Send**.

Customer Notes	<div>Thanks for your business.</div> <div>Will be displayed on the invoice</div>
Payment Options	Click to configure payment gateway to get paid online.
Terms & Conditions	<div>Mention your company's terms and conditions.</div>
Email To	<input checked="" type="checkbox"/> Jane Doe <janedoe@emailprovider.com>
<div>Save as Draft Save and Send Cancel</div>	

When you click **Save and Send**, you have a chance to view your eMail before it's sent. Be sure to customize the message so that it:

- Sounds like your voice
- Feels personal to the recipient

Invoicing Clients Using Free and Paid Methods

You have more options for the invoice:

More Actions ▼

Send Reminder

Expected Payment Date

Attach File

Make Recurring

Create Credit Note

Clone

Write Off

Void

Print Delivery Note

Print Packing Slip

Delete

Online Invoicing Comparison Chart

NOTE: Comparison chart was created based on available information and features are subject to change.

	PayPal paypal.com	FreshBooks freshbooks.com	Zoho zoho.com
Price	Free Website Payments Standard Fees per item up to 2.9%+.30 cents Website Payments Pro \$35.00 per month	Free to \$39.95 per month (4 Packages)	Free to \$30.00 per month (3 packages)
Ease of Use			
Customizable Invoice Template Creation	✓	✓	✓
Custom Logo Upload Support	✓	✓	✓
Add Custom Fields	No	✓	✓
Add Item Fields	✓	✓	✓
Snail Mail option	No	✓	✓
PDF Invoices	6 inches	✓	✓
HTML Invoices	5.98 ounces	✓	✓
Can bulk mail invoices	Unclear (used to be able to, but option not currently available)	✓	✓
Send Payment Reminders	✓ One click	✓	✓
Optional and Multiple Tax Creation	✓	✓	✓

Invoicing Clients Using Free and Paid Methods

	PayPal paypal.com	FreshBooks freshbooks.com	Zoho zoho.com
Tax Calculation	✓	✓	✓
Creates Estimates or Quotes	Only if you integrate with third party apps or services	✓	✓
Tracks Expenses	You can manually track them, using filters	✓	✓
Tracking options	Only manually	✓	✓
Custom Payment Terms	✓	✓	✓
Handle Third Party Payment Gateways	✓	✓	✓
Integrates with PayPal	N/A	✓	✓
# of Customers per month with Free account	Unlimited	1	5
# of Invoices per month with Free account	Unlimited	Unlimited	Unlimited
Extra Costs	Extra fees depending on billed amounts	Add extra users	Time Billing costs extra
Notes to customers	✓	✓	✓
Private note to self on individual invoices	✓	No	No
Support	 Help section not always available	 Fast response, multiple options	 Timely response, multiple options
Most Payment Gateways	Multiple integration		Multiple integration
Client portals	No	✓	✓
Billing Summaries	Manual, by using filters	✓	✓

Invoicing Clients Using Free and Paid Methods

	PayPal paypal.com	FreshBooks freshbooks.com	Zoho zoho.com
Attachments allowed	No	No	✓
Quote to invoice conversion	No	✓	✓

Invoicing Clients – Full Report

Discover what else these services have to offer and how they can help you grow your business faster and reduce your workload.

[CLICK HERE](#) and scroll down for access to the full report.