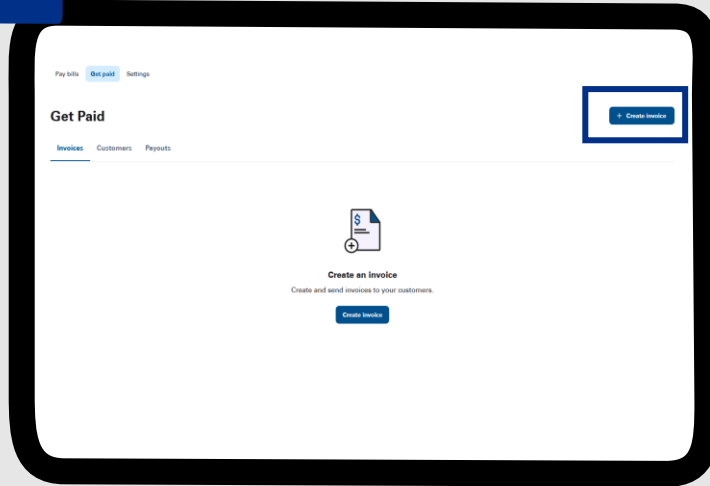


# Create an Invoice

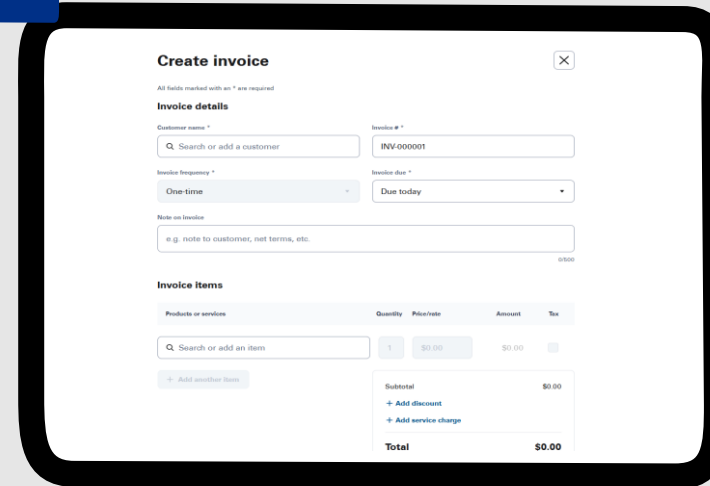
1



The screenshot shows the 'Get Paid' dashboard with a navigation bar at the top containing 'Pay bills', 'Get paid', and 'Settings'. Below the navigation bar, there are tabs for 'Invoices', 'Customers', and 'Payments'. The main content area features a large icon of a document with a dollar sign and the text 'Create an Invoice' and 'Create and send invoices to your customers.' A blue button labeled '+ Create Invoice' is located in the top right corner of the main content area.

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

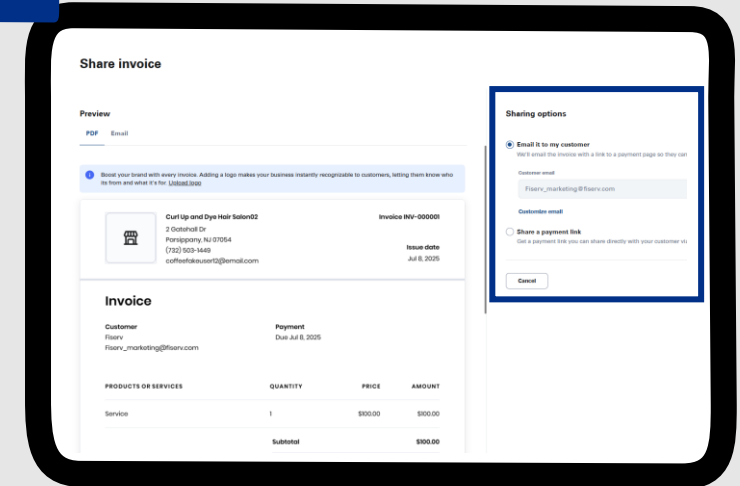
2



The screenshot shows the 'Create invoice' form. At the top, it says 'All fields marked with an \* are required'. The 'Invoice details' section includes fields for 'Customer name \*' (with a search bar), 'Invoice # \*' (containing 'INV-000001'), 'Invoice frequency \*' (set to 'One-time'), and 'Invoice due \*' (set to 'Due today'). There is also a 'Note on invoice' field with a placeholder 'e.g. note to customer, net terms, etc.'. The 'Invoice items' section has a table with columns 'Products or services', 'Quantity', 'Price/rate', 'Amount', and 'Tax'. A search bar is present above the table. Below the table, there are options to '+ Add discount' and '+ Add service charge'. A 'Subtotal' row shows '\$0.00' and a 'Total' row shows '\$0.00'.

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' preview screen. It has a 'Preview' section on the left and a 'Sharing options' section on the right. The preview section shows a summary of the invoice: 'Curf Up and Dye Hair Salon02', '2 October Dr', 'Portlippo, NJ 07054', '(732) 903-1449', 'curfupanddye@gmail.com', 'Invoice INV-000001', and 'Issue date Jul 8, 2025'. Below this is a table with columns 'PRODUCTS OR SERVICES', 'QUANTITY', 'PRICE', and 'AMOUNT'. The table shows one row for 'Service' with a quantity of 1, a price of \$100.00, and an amount of \$100.00. A 'Subtotal' row shows '\$100.00'. The 'Sharing options' section has a radio button selected for 'Email it to my customer' and 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."