

INSTRUCTIONS FOR THE VENDOR (the person doing the snow plowing)

Vendor (PayPal) via email

Vendor must have or establish a PAYPAL account at www.paypal.com

Once the vendor has an established paypal account, Login in to your PAYPAL account.

Click Request Money tab

Click Create Invoice

Enter the USPS email in the box for RECIPIANTS EMAIL ADDRESS

Enter Item Name/ID (for example: Snowplow 14840 on 12/1/2013)

Enter Unit Price (the amount you are charging to do the plowing)

Make sure NO TAX is showing

Optional: You can enter terms/conditions, notes...

Press SEND

Invoice is now sent to the USPS email.