



PayPal Payment Guide

Before you proceed, please note the following:

- We are using PayPal as our payment gateway. Your personal credit card information is not revealed to us at any time.
- To safely access the PayPal website, please make sure the URL in your browser starts with the following; <https://www.paypal.com> .
- **If you are paying using American Express, you are required to open a PayPal account and verify it with your AMEX card registered in the account.** Do note that a 2.5% foreign exchange rate is applicable for all payments made with American Express cards.
- You do not need to have a PayPal account to make payment. However, you may need a PayPal account if you are paying any invoice amount that is more than **USD\$1,600.00**.
- Elite Translations Asia Pte Ltd is committed to protecting the confidentiality and integrity of personal information you submit. For more information on our [Information Security Policy](#), please click [here](#).

1. After submitting your information to us, you will receive an email which looks like this, containing the following information:

- Invoice Number
- Payment Amount

The email will also contain a link which you will need to use in order to make payment on PayPal.

You've received an invoice (123456) from Elite Translations Asia Pte. Ltd Inbox X

e-payments@elitetranslations.asia e-payments@elitetranslations.asia via mx0.slc.paypal.com to denyse ▾



CLARITY CONTEXT CONVICTION

Powered by PayPal

You've received an invoice

Dear denyse@elitetranslations.asia

Elite Translations Asia Pte. Ltd sent you an invoice for \$53.50 SGD.

Note from Elite Translations Asia Pte. Ltd

Thank you for choosing Elite Asia as your preferred language service provider. Please find herein a PayPal invoice for your kind action. As we are using PayPal as our payment gateway, rest assure that your personal credit card information is not revealed to us at any time. We love to hear from you. Do take a few minutes of your time to complete an online feedback to help us improve. The survey link is at <http://www.elitetranslations.asia/translations-clients-service-satisfaction-survey-asia.html>

[Pay Invoice](#)

Pay with

To view the details of this invoice or send Elite Translations Asia Pte. Ltd your payment, you can also copy and paste this link into your web browser: https://www.paypal.com/so/col-bin?cmd=_pb-inv&id=NV2-DGAY-ZEBM-7JGU-EUCG

Summary of this invoice

Sent to	denyse@elitetranslations.asia
Sent from	Elite Translations Asia Pte. Ltd e-payments@elitetranslations.asia
Invoice number	123456
Date payment is due	03 Aug 2012
Amount	\$53.50 SGD

Click on the "Pay Invoice" button, or copy and paste this URL into your web browser to access the page with your invoice

CLARITY CONTEXT CONVICTION



2. Upon clicking on the highlighted link above, you will land on this page:



Review your invoice PayPal Secure Payments

Status: Pending [Pay now](#)

ELITE ASIA
TRANSLATIONS
CLARITY CONTEXT CONVICTION

Elite Translations Asia Pte. Ltd
2 Jurong East Street 21,
#03-117, MM Building
Singapore 609601
Phone: +65 65657186
Fax: +65 65659340
e-payments@elitetranslations.asia
www.EliteTranslations.asia | www.Translations.sg
Company & GST Reg. No.: 200611961E

Invoice To
denyse@elitetranslations.asia

Invoice number	123456
Invoice date	3/8/2012
Payment terms	Due on receipt
Due date	3/8/2012

Date	Description	Quantity	Unit price	Amount
3/8/2012	TRANSLATION (SGD/GST) - Translation Services for document 1	1	\$50.00	\$50.00

3. To make payment, you can either click on “Pay now” at the top of the page, or the “Pay” button at the bottom of the page.

Review your invoice Pa

http://www.elitetranslations.asia/translations-clients-service-satisfaction-survey-asia.html

Status: Pending [Pay now](#)

[Pay](#)

Total \$53.50 SGD

4. After clicking on either “Pay now” or “Pay”, you will land on the following page. If you have a PayPal account, you can directly log in with your account details and make payment as usual.



Here's your invoice

Descriptions	Amount
Payment to Elite Translations Asia Pte. Ltd.	\$53.50
Item price: \$53.50	
Quantity: 1	
Item total	\$53.50
Total \$53.50 SGD	

Proceed to pay with PayPal

PayPal securely processes payments for Elite Translations Asia Pte Ltd.
You can pay using your PayPal account or if you don't have one, you can pay as a PayPal guest.

[Have a PayPal account?](#) PayPal

Log in to your account to pay

[Don't have a PayPal account?](#)
Sign in as a PayPal guest and pay with your debit/credit card

Country: Singapore

Card number:

Payment Types:

Expiry date: mm / yy /

CSC:
[What is this?](#)

Surname:

Given name:



5. However, if you do not have a PayPal account and do not intend to register for one, you can key in your credit card details under the section “Don’t have a PayPal account?”

▼ **Don't have a PayPal account?**

Sign in as a PayPal guest and pay with your debit/credit card

Country

Card number

Payment Types

Expiry date mm / yy
 /

CSC
[What is this?](#)

Surname

Given name

Address line 1

Address line 2 (optional)

Postcode

Telephone (+65)

Email

6. In the event that you wish to register for a PayPal account to make future payments using the PayPal portal, please kindly visit this [URL](#) and follow the registration steps stated in the website.

Thank you for your kind cooperation, and please feel free to contact us at +65 6565 7166 if you face any problems while making your Payment through PayPal.