

To send a payment via PayPal

1. You don't need to have a PayPal account. In this case, just go to www.paypal.com and click on the **Send Money** tab. Choose the country **Canada** and enter the amount in **Canadian Dollars**. Make sure to choose Friends & Family for your payment as well as the setting where *you as the purchaser absorbs the cost of the transaction* (it will be free if you have a PayPal account). The payment must be made to sales@vifargent.com

2. If you have a Pay Pal account, I can also receive payment via Pay Pal (payable to sales@vifargent.com). If you have a Pay Pal account, please ensure you choose the setting where you as the purchaser absorbs the cost of the transaction (it will be free if you are a registered Pay Pal user). Just ensure it is a transfer for **SERVICES**. See diagram below.

The screenshot shows the PayPal 'Send Money' interface. At the top, there are navigation tabs: 'My Account', 'Send Money', 'Create an Invoice', 'Merchant Services', 'Products & Services', and 'Community'. Below these are sub-tabs: 'Send Money Online', 'Pay for eBay Items', and 'Make a Mass Payment'. The main heading is 'Send Money' with a 'Secure Transaction' lock icon. A note states: 'You can pay for goods and services or send money to friends and family.' The form includes a 'To (Email or mobile phone)' field with 'sales@vifargent.com' entered. The 'Amount' field is empty, and the currency is set to 'CAD - Canadian Dollars'. There are two tabs: 'Purchase' (selected) and 'Personal'. Under 'Purchase', there are three radio button options: 'Goods', 'eBay Items', and 'Services' (selected). A 'Continue' button is at the bottom of the form.

Important Reminders

1. Please keep a record of your transaction as proof of payment.
2. Please remember to send in your registration paperwork which is still required.