**Paper for procedures**

## 

## 

## 1. Payment methods and monitoring

### Client's Ambassador — Final stage of the sale process

1. Once sales process is on an advanced stage, right away after confirming the rates, Client's Ambassador should also confirm the payment method chosen by the Client.
2. There are 3 available payment methods to choose:  
   1. PayPal - only if:  
         
      1.1. other methods, after persuasion, are not possible with the Client,

### Client's Ambassador — Project handover to Project Manager

1. Client's Ambassador provides Project Manager with information on the payment method chosen by the Customer.

### Project Manager — Invoice request

1. Project Manager informs Office Admin about all the payment details, including: invoice amounts, currencies and the Customer's preferred payment channel  
   *See the entire procedure for issuing the invoice here:* blabla.link
2. Project Manager informs Office Admin about all the payment details, including: invoice amounts, currencies and the Customer's preferred payment channel  
   *See the entire procedure for issuing the invoice here:* blabla.link