

Print Receipts

Print receipts function allow you to print physical receipts on shipments. The receipts are designed to accompany the delivery to obtain a customer signature confirming delivery and keeping a record of chain of custody.

Printing Receipts

Selecting Process→Print Receipts from the main menu to initiate the printing process.

Choose your preferred printer to send the receipts to.

Printing Variables

Set the values in the **Print Variables** window:

- Days until delivery
- Box numbers
- Notes
- Billing

If there is no charge for delivery, check the No charge checkbox.

Click OK to continue.



GAZILLABYTE
BECAUSE TODAY'S INFORMATION IS TOMORROW'S KNOWLEDGE. ■

TapeTrack CheckPoint

Ship Receipt

www.tapetrack.com

Customer ID:	US03	Prepared by:	
Customer:	North Carolina Data Center	Server:	GazillaByte LLC - Production
Address:		Ship Date:	Friday, December 15, 2017
Notes:		Preparation Time:	Thursday, December 14, 2017 (11:08:42 AM)

Boxes:
Media: LTO - LTO Cartridge
Moving to: OFFS (Offsite Vault) from LIBR (Library)

1	2	3	4	5	6	7	8	9	10
000000	000026L5	000027L5	000028L5	000029L5					

Total Volumes processed=4, OK=4, NotOK=0
Total Volumes processed for Customer=4, OK=4, NotOK=0

Name	Signature	Date	Time

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