

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

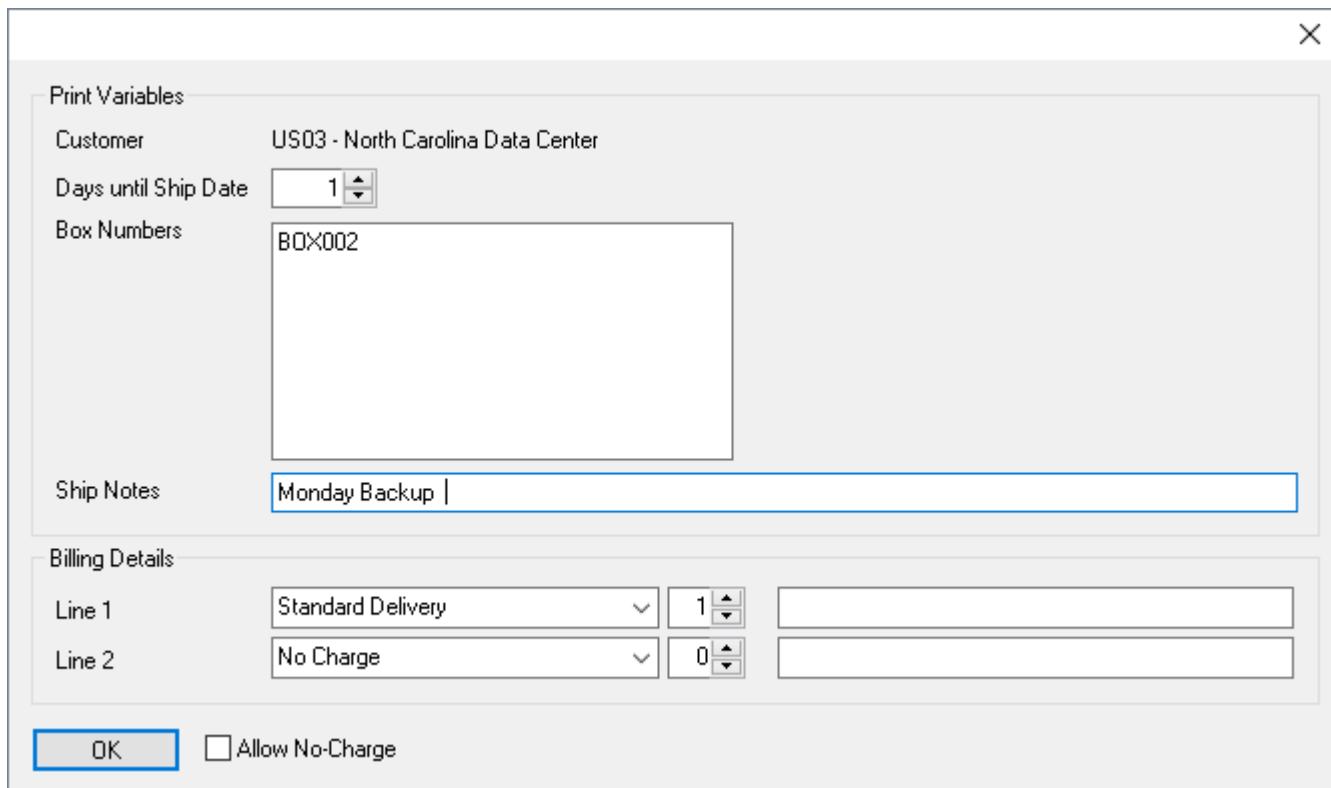
Selecting Process→Print Receipts from the main menu to initiate the printing process.

Choose your preferred printer to send the receipts to.

Printing Variables

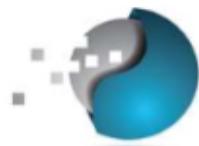
Set the values in the **Print Variables** window:

- Days until delivery
- Box numbers
- Notes
- Billing



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

Click OK to continue.

**GAZILLA BYTE**

BECAUSE TODAY'S INFORMATION IS TOMORROW'S KNOWLEDGE.

TapeTrack CheckPoint

[Ship Receipt](#)www.tapetrack.com**Customer ID:** US03
Customer: North Carolina Data Center**Address:****Notes:****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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