

# 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

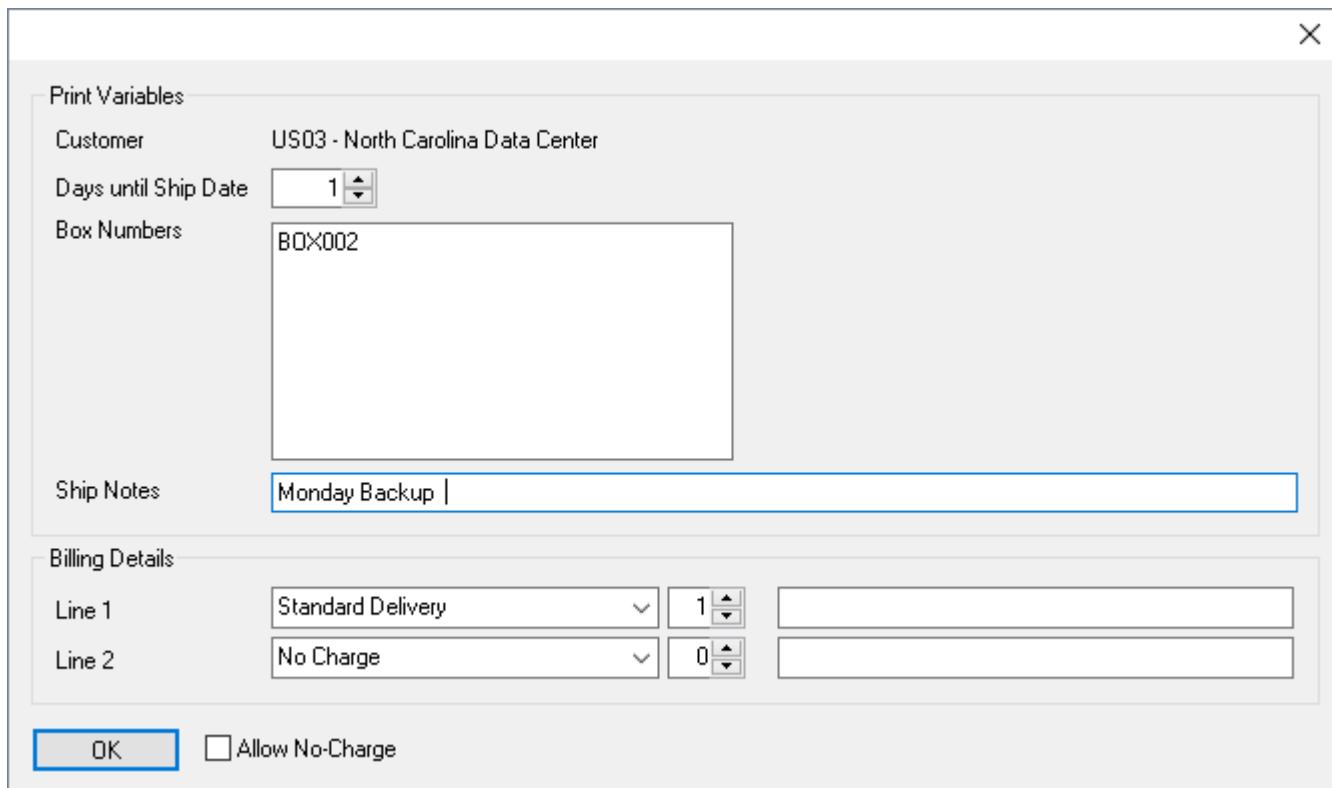
Selecting Process→Print Receipts from the main menu to initiate the printing process.

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.

## Example Receipt

 <b>TapeTrack CheckPoint</b> <small>Ship Receipt</small>																																																	
 <small>BECAUSE TODAY'S INFORMATION IS TOMORROW'S KNOWLEDGE.</small>																																																	
<a href="http://www.tapetrack.com">www.tapetrack.com</a>																																																	
<b>Customer ID:</b> US03 <b>Customer:</b> North Carolina Data Center				<b>Prepared by:</b> <b>Server:</b> GazzillaByte LLC - Production <b>Ship Date:</b> Friday, December 15, 2017 <b>Preparation Time:</b> Thursday, December 14, 2017 (11:08:42 AM)																																													
<b>Address:</b> <b>Notes:</b> <b>Boxes:</b> <b>Media:</b> LTO - LTO Cartridge <b>Moving to:</b> OFFS (Offsite Vault) from LIBR (Library)																																																	
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<small>Total Volumes processed=4, OK=4, NotOK=0</small>																																																	
<b>Total Volumes processed for Customer=4, OK=4, NotOK=0</b>																																																	
<table border="1"> <tr> <td>Name</td> <td colspan="9"></td> </tr> <tr> <td>Signature</td> <td colspan="9"></td> </tr> <tr> <td>Date</td> <td colspan="9"></td> </tr> <tr> <td>Time</td> <td colspan="9"></td> </tr> </table>										Name										Signature										Date										Time									
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