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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

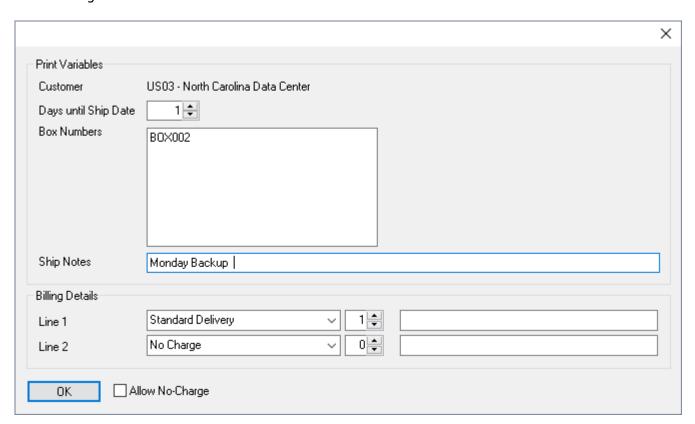
Selecting Process→Print Receipts from the main menu to initiate the printing process.

Choose your preferred printer to send the receipts to.

Printing Variables

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

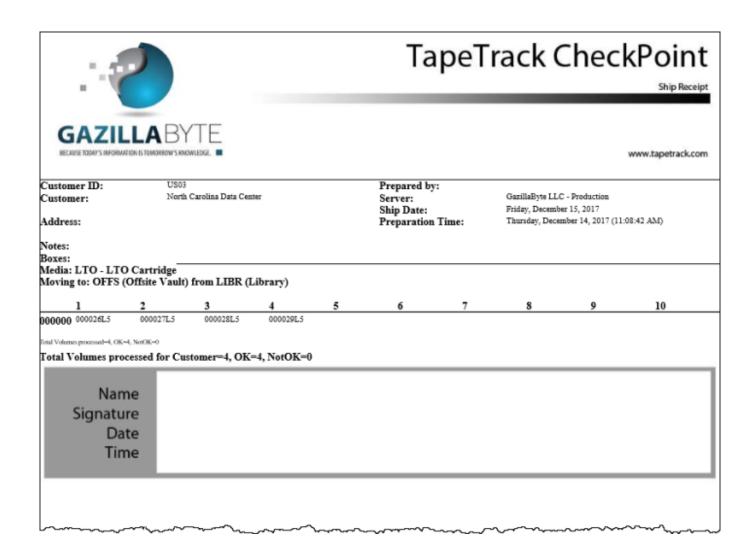
- Days until delivery
- Box numbers
- Notes
- Billing



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

Click 0K to continue.

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