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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**

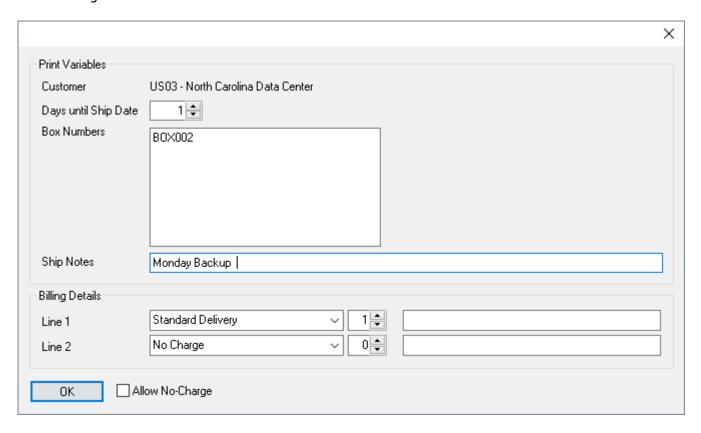
Selecting Process→Print Receipts from the main menu to initiate the printing process.

Choose your preferred printer to send the receipts to.

## **Printing Variables**

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

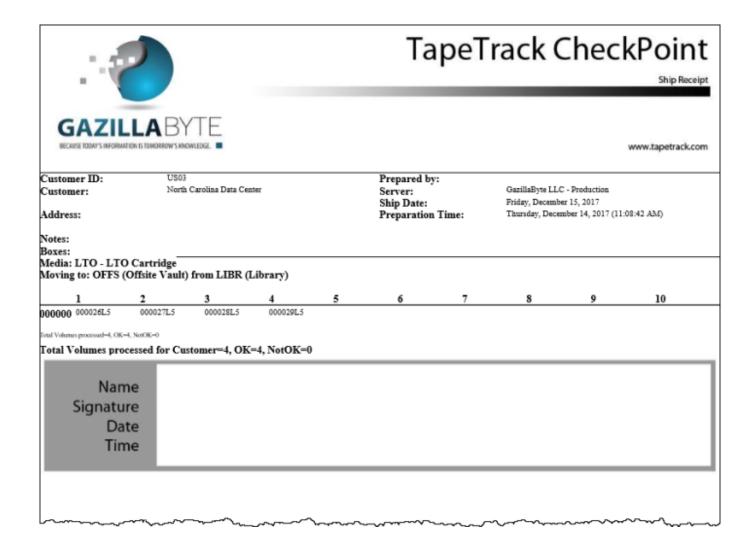
- Days until delivery
- Box numbers
- Notes
- Billing



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

Click 0K to continue.

## Last update: 2025/01/21 22:07 **Example Receipt**



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