

# 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

Print Variables

Customer US03 - North Carolina Data Center

Days until Ship Date 1

Box Numbers  
BOX002

Ship Notes  
Monday Backup |

Billing Details


Line 1	Standard Delivery	1	
Line 2	No Charge	0	

OK  Allow No-Charge

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


Click OK to continue.

### Example Receipt



# TapeTrack CheckPoint

Ship Receipt



www.tapetrack.com

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

**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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