



Receipt Printing Tips

Receipt Printers:

For receipt printers, we recommend using the “Print Invoice” Button once you get to the order confirmation page. (Right before clicking the Process Order button)

The screenshot shows a form titled "Payment Information External provisioning is disabled". It includes a "Select a Payment Type *" dropdown menu, an "Additional Notes" text area, and a list of checkboxes: "Update Credit Card Info", "Skip Receipt", "Email Receipt", "Send Thank You", and "Include Additional Notes with Thank You Email". Below the form is an "Amount Applied" field and a "Process Order" button. To the right of the "Process Order" button are three buttons: "Unlock Process Order Button", "Print Invoice", and "Mobile Signature".

Annotations with arrows point to the "Print Invoice" and "Mobile Signature" buttons:

- A box pointing to "Print Invoice" contains the text: "Designed to print a receipt on smaller paper such as that in the Epson TM-T20II Receipt Printer."
- A box pointing to "Mobile Signature" contains the text: "Mobile users can collect a tip and an electronic signature instead of printing the receipt."

This allows for 2 things:

1. First, it allow for the printing of a smaller receipt. (Although the receipt can be printed on **any** size paper.)
2. Second, it allows employees to collect a Tip and a Signature before processing the order. Some of our packmates prefer this option to having to ask the client if they want to leave a tip.

There is an application preference that allows you to shorten the receipt even more. The application preference can be found under Company Preferences → Application Preferences in the Order Processing section and is called Disable Owner Information in Receipts.

Disable Owner Information in Receipts
 When selected, will not show owner name and address information in receipts.

The receipts can be printed in whatever printer and paper size you have available, but keep in mind that we test with the Epson TM-T20II.

Below are example receipts with the Epson TM-T20II printer.

With preference unchecked

With preference checked

PetExec Training - Order Id:
12710464

Order Date	11/17/2016 05:50 PM
Name	Bob Smith
Address	123 Main Street
City	Anywhere
State	VA
Zip Code	11111

Transaction Detail

Transaction Type	Price	Qty	Subtotal
30 Min Dog Walk	\$15.00	1	\$15.00
Discount	\$ 0.00		
Subtotal			\$15.00
Tax			\$ 0.00
Total			\$15.00

Transaction Detail

Tip _____

Signature _____

PetExec Training 111 Park Ave City, VA 11111
Phone:

PetExec Training - Order Id:
12710464

Transaction Detail

Transaction Type	Price	Qty	Subtotal
30 Min Dog Walk	\$15.00	1	\$15.00
Discount	\$ 0.00		
Subtotal			\$15.00
Tax			\$ 0.00
Total			\$15.00

Transaction Detail

Tip _____

Signature _____

PetExec Training 111 Park Ave City, VA 11111
Phone:

* Note for mobile users: The mobile signature button allows you to give your clients a mobile device for them to select a tip and collect a signature. They can even select a percentage and PetExec will autofill the value. See below for an example of the window that opens when the Mobile Signature button is clicked.

Transaction Detail - Order Id: 12710464

Transaction Type	Price	Qty	Subtotal
30 Min Dog Walk	\$15.00	1	\$15.00
Discount	\$ 0.00		
Subtotal			\$15.00
Tax			\$ 0.00
Total			\$15.00

Signature / Tip

Tip Percentage: (Dropdown menu: Select a Percentage, 10%, 15%, 20%)

Tip:

Total Amount Due: 15.00

Printing on standard printers

You can print the receipts as stated in the receipt printer section, or you can select the full details. Again, you have the option to show the owner information and in addition, can show any relevant package information.

When the order is processed, you will be taken to the receipt page. (There is a preference to Bypass Order Receipt, in which case your system will re-direct to the dashboard.) Below is an example of the order receipt page. Notice the "Click to Print This Receipt" button.

PetExec Training - Order Receipt: 12710464

Order Date/Time 11/17/2016 05:50 PM
Name Bob Smith
Address 123 Main Street
City Anywhere
State VA
Zip Code 11111
Email gpc@petexec.net
Work Phone 7195551212

Signature _____

Transaction Detail

Transaction Type	Price	Qty	Subtotal
Tip / Gratuity	\$ 3.00	1	\$ 3.00
<small>(Original Unit Price: \$0.00)</small>			
30 Min Dog Walk	\$15.00	1	\$15.00
Discount	\$ 0.00		
Subtotal			\$18.00
Tax			\$ 0.00
Total			\$18.00

Payment Information

Payment Date	11/17/2016 05:50 PM
Order Type	Standard Transaction
Payment Type	Cash
Amount Applied	\$18.00

Active Daycare / Boarding Packages

Type	Service	Start Date	End Date	Number Left	Status
Boarding Package (id# 32073)	Boarding Package - 10 days - Med Suite	11/04/2016	11/04/2017	7	Active
Daycare Package (id# 441226)	Daycare Package - 5 days	03/04/2016	10/31/2016	1	Active

Account Balance

As of 11/17/2016 06:17:43 PM, this account is in balance

PetExec Training 111 Park Ave City, VA 11111 Phone:

[Click to Print This Receipt](#) [Click to Download PDF](#) [Click to Email Receipt](#) [Click to Modify this Order](#)

Below is an example of the print window where you can select the paper size and the receipt examples with the different application preferences' settings.

Print

Total: 1 sheet of paper

Destination: HP OfficeJet Pro 8600

Pages: Letter

Copies: 1

Layout: Portrait

Color: Black and White

Paper size: Letter

Margins: Default

Options:
 Headers and footers
 Two-sided
 Background graphics

[Fewer settings](#)

PetExec Training - Order Receipt: 12710464

Order Date/Time: 11/17/2016 05:50 PM

Name: Bob Smith

Address: 123 Main Street

City: Anywhere

State: VA

Zip Code: 11111

Email: gpc@petexec.net

Work Phone: 7195551212

Signature: _____

Transaction Detail

Transaction Type	Price	Qty	Subtotal
Tip / Gratuity	\$ 3.00	1	\$ 3.00
(Original Unit Price: \$0.00)			
30 Min Dog Walk	\$15.00	1	\$15.00
Discount	\$ 0.00		
Subtotal			\$18.00
Tax			\$ 0.00
Total			\$18.00

Payment Information

Payment Date	11/17/2016 05:50 PM
Order Type	Standard Transaction
Payment Type	Cash
Amount Applied	\$18.00

Active Daycare / Boarding Packages

Type	Service	Start Date	End Date	Number Left	Status
Boarding Package (#8 32073)	Boarding Package - 10 days - Med Suite	11/04/2016	11/04/2017	7	Active
Daycare Package (#8 441226)	Daycare Package - 5 days	03/04/2016	10/31/2016	1	Active

Example of a receipt with the following Application Preferences:

Show Active Package Status
When selected, will show any active daycare and boarding packages and their status in the web and email receipts.

Disable Owner Information in Receipts
When selected, will not show owner name and address information in receipts.

Example of a receipt with the following Application Preferences:

Show Active Package Status
When selected, will show any active daycare and boarding packages and their status in the web and email receipts.

Disable Owner Information in Receipts
When selected, will not show owner name and address information in receipts.

PetExec Training - Order Receipt: 12710464

Transaction Detail

Transaction Type	Price	Qty	Subtotal
Tip / Gratuity	\$ 3.00	1	\$ 3.00
(Original Unit Price: \$0.00)			
30 Min Dog Walk	\$15.00	1	\$15.00
Discount	\$ 0.00		
Subtotal			\$18.00
Tax			\$ 0.00
Total			\$18.00

Payment Information

Payment Date	11/17/2016 05:50 PM
Order Type	Standard Transaction
Payment Type	No Payment
Amount Applied	\$ 0.00

Account Balance

As of 11/17/2016 06:32:32 PM, this account has a DEBIT of **(\$18.00)**.

PetExec Training 111 Park Ave City, VA 11111 Phone: