# 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

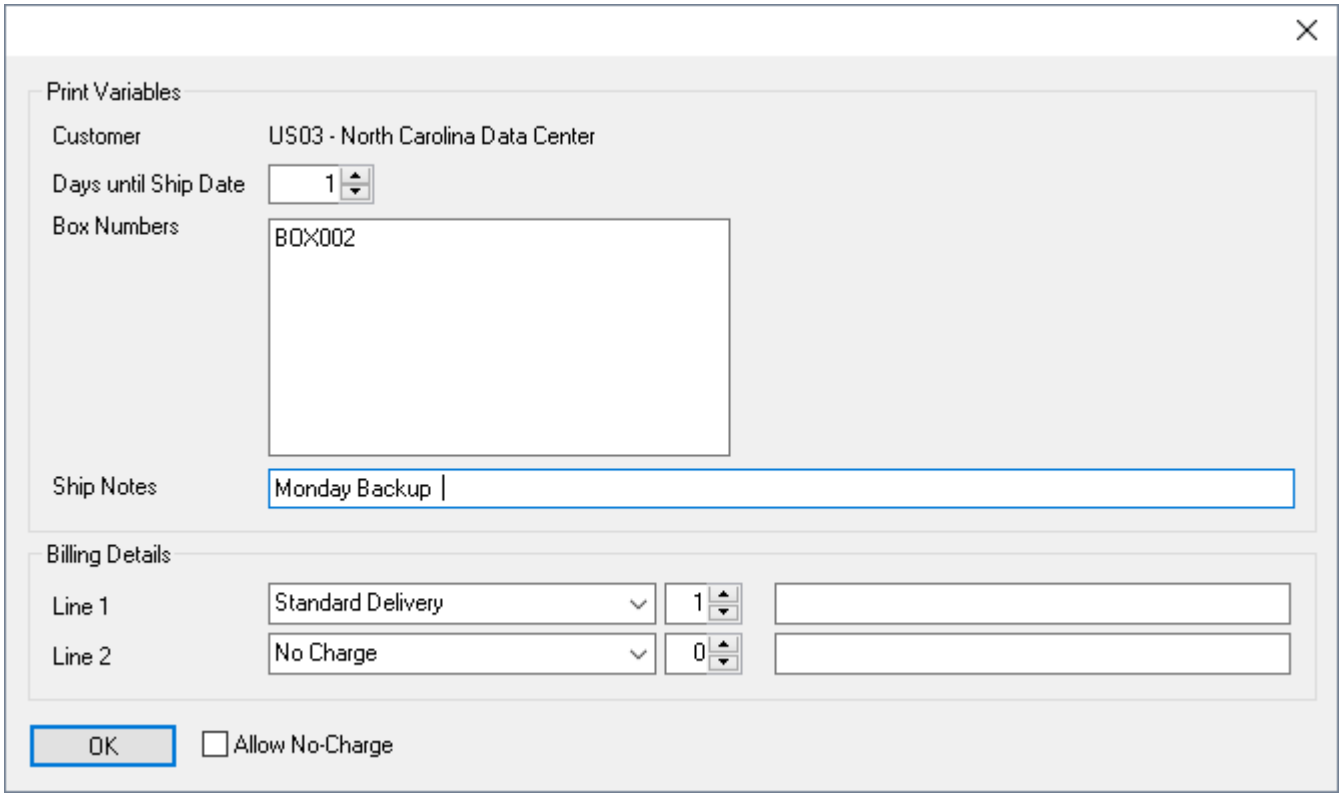
Selecting `Process→Print Receipts` from the main menu to initiate the printing process.

Choose your preferred printer to send the receipts to.

### Printing Variables

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

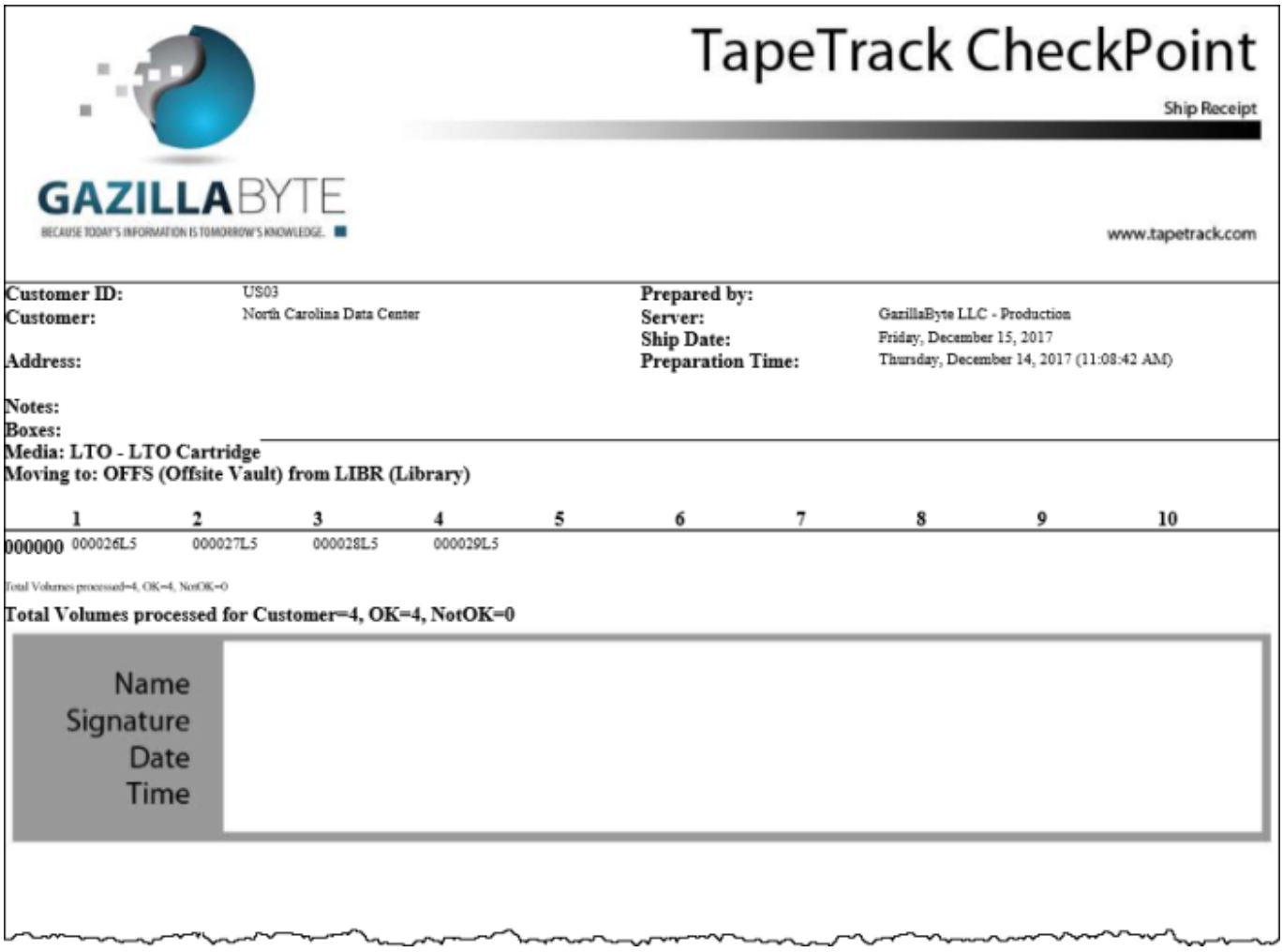
- Days until delivery
- Box numbers
- Notes
- Billing




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

Click `OK` to continue.

## Example Receipt



TapeTrack CheckPoint

Ship Receipt

GAZILLABYTE

BECAUSE TODAY'S INFORMATION IS TOMORROW'S KNOWLEDGE.

www.tapetrack.com

**Customer ID:** US03
**Customer:** North Carolina Data Center
**Address:**

**Prepared by:**
**Server:** GazillaByte LLC - Production
**Ship Date:** Friday, December 15, 2017
**Preparation Time:** 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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