

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

 GAZILLABYTE BECAUSE TODAY'S INFORMATION IS TOMORROW'S KNOWLEDGE.		TapeTrack CheckPoint Ship Receipt www.tapetrack.com															
Customer ID:	US03	Prepared by:															
Customer:	North Carolina Data Center	Server:	GazillaByte LLC - Production														
Address:		Ship Date:	Friday, December 15, 2017														
Notes:		Preparation Time:	Thursday, December 14, 2017 (11:08:42 AM)														
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																	
<table><tr><td>Name</td><td></td></tr><tr><td>Signature</td><td></td></tr><tr><td>Date</td><td></td></tr><tr><td>Time</td><td></td></tr></table>				Name		Signature		Date		Time							
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