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

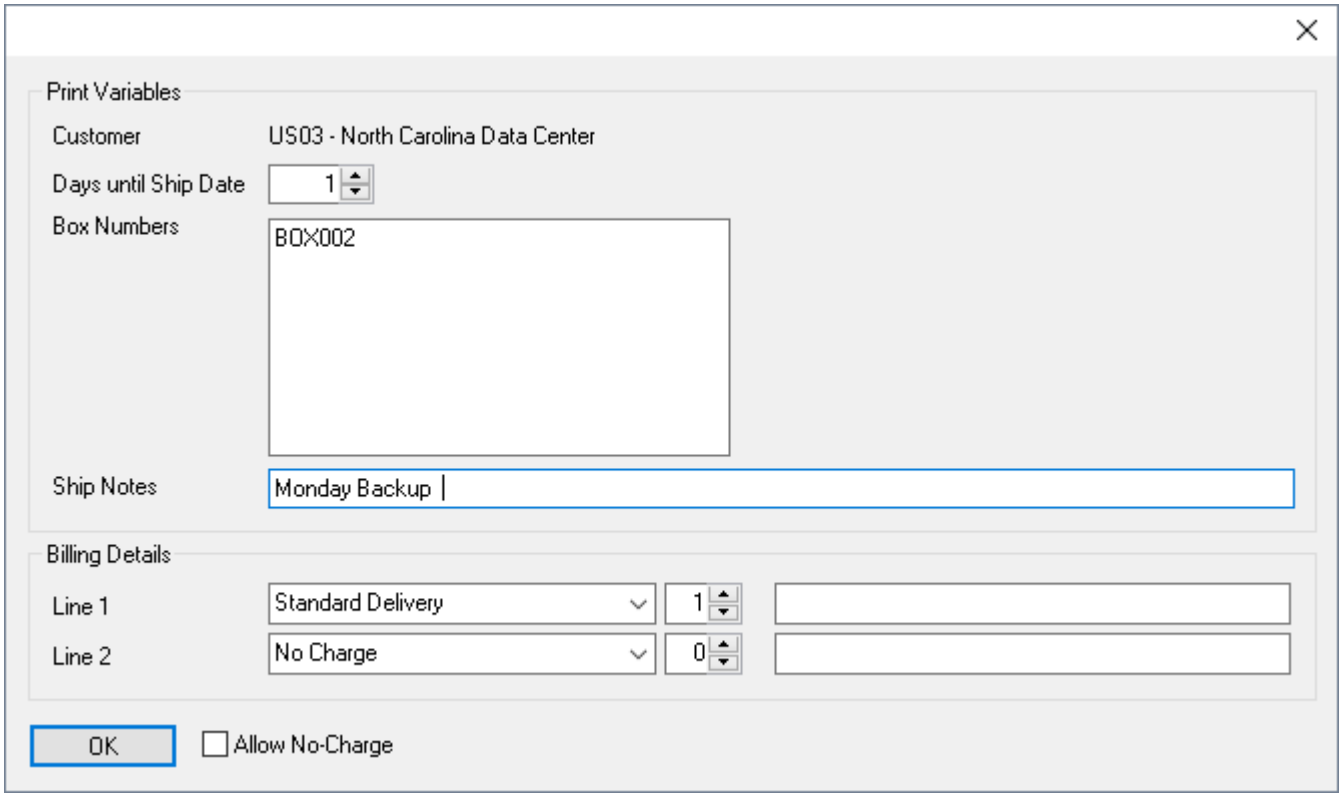
Selecting `Process→Print Receipts` from the main menu to initiate the printing process.

Choose your preferred printer to send the receipts to.

Printing Variables

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

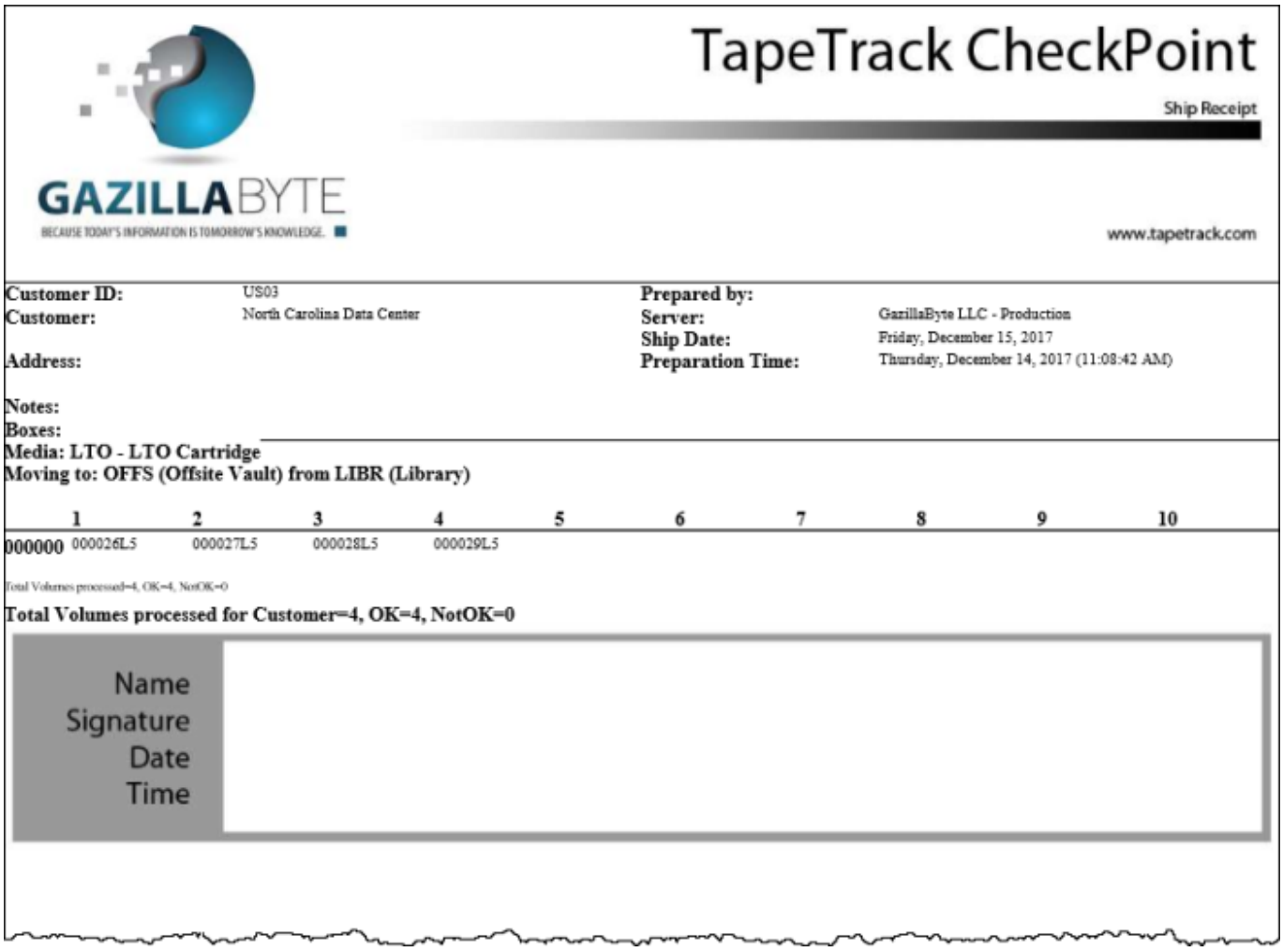
- Days until delivery
- Box numbers
- Notes
- Billing



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

From:
https://docs.tapetrack.com/ - **TapeTrack Documentation**

Permanent link:
https://docs.tapetrack.com/checkpoint/receipts?rev=1547069854

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