

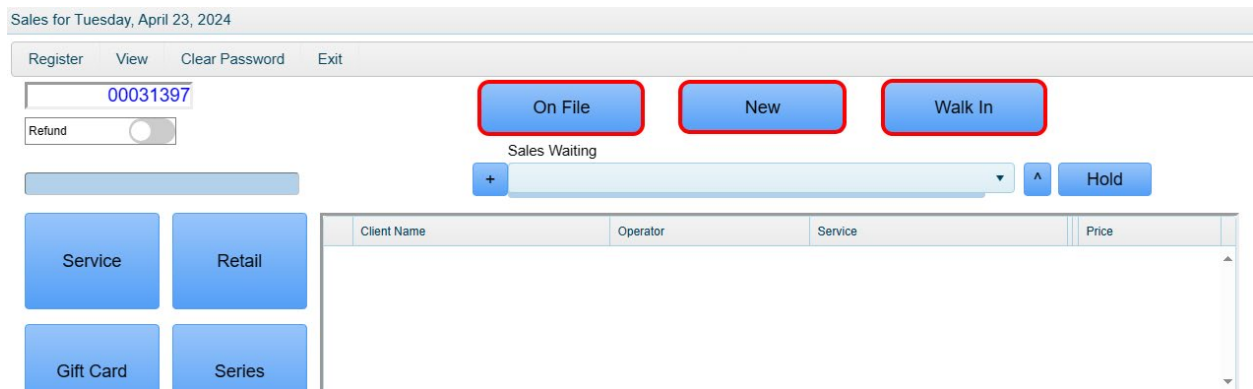
Gift Card Sale

‘Gift Cards’ and ‘Gift Certificates’ are handled the exact same way within Paired Plus.

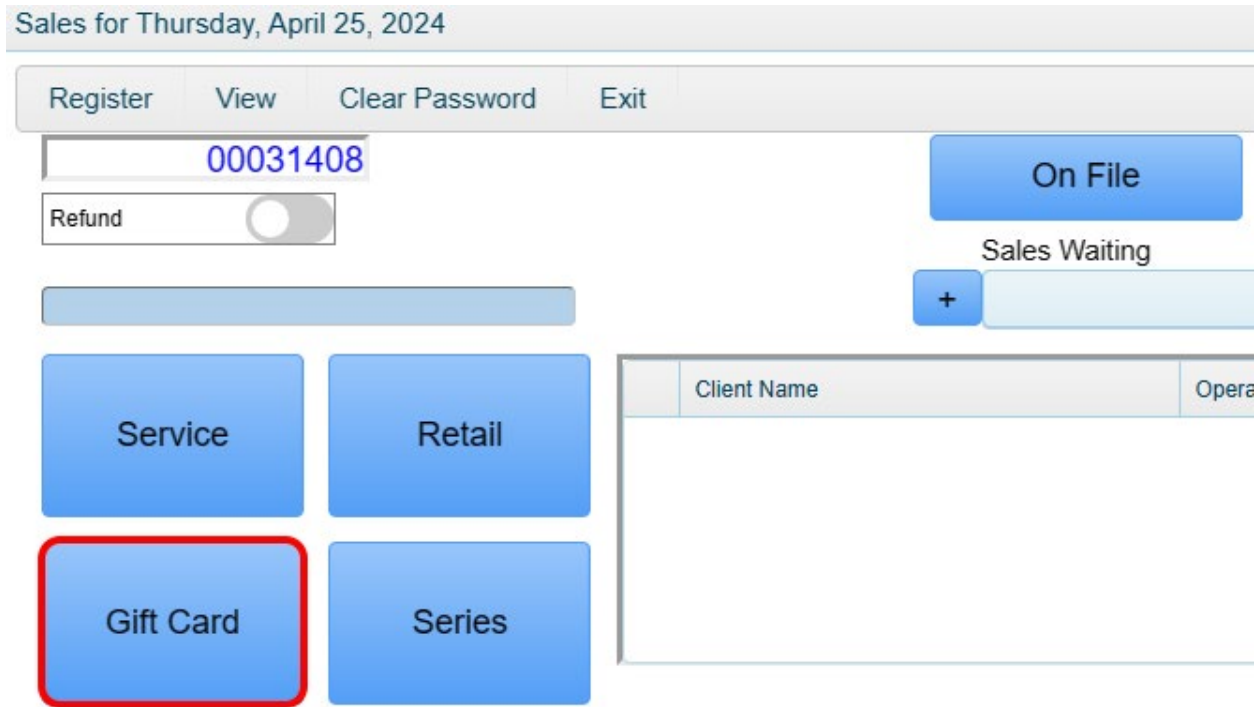
1. Click the Sales button from the main screen.



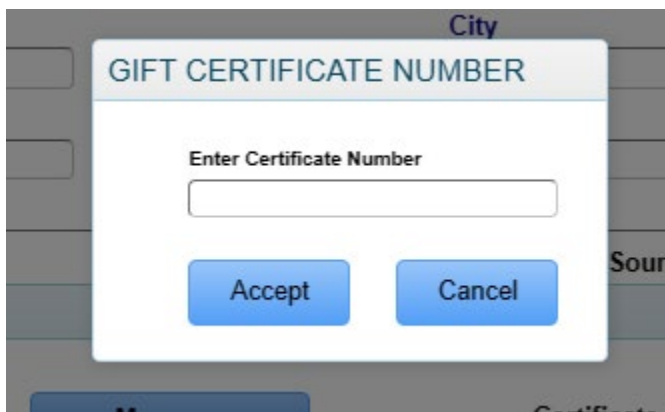
2. Click ‘On File’ if the customer you are checking out already exists in your database. This will bring up the client selection screen. Click ‘New’ if you are going to add this client into your software before checking them out. Click ‘Walk In’ if you do not plan on tracking any of this client’s information or history.



3. Click 'Gift Card'



4. Depending on your configuration, you will be prompted to 'swipe' or manually enter the gift card number, or the software will auto assign one.



5. While the only fields that are mandatory are First and Last name for the purchaser and recipient as well as a dollar amount, it's generally a best practice to fill out this screen as thoroughly as possible. After, click 'Accept' to be taken back to the Sales screen.

GIFT CERTIFICATE PURCHASE

Male Female

PURCHASED FOR:
 First Name: Kayla Last Name: Wiggins
 Street Address: 10272 Foothill Blvd.
 City: Sylmar St: CA
 Zip: 91342 Phone: (800)710-3879

PURCHASED BY:
 First Name: Stephen Last Name: Wiggins
 Street Address: 10272 Foothill Blvd.
 City: Sylmar St: CA
 Zip: 91342 Phone: (800)710-3879

Gift Package: Sales Source: Sold By:
 Cert \$ Amount: 50.00 Expires: 12/31/27
 Certificate No. **34567899**

6. Click Payment

00031408

Refund

Sales Waiting

Client Name	Operator	Service
Wiggins, Stephen	Gift Cert	

Client Name	Sold By	Description

7. Select a payment type. In this example we will choose Credit Card.



8. If this customer wishes to charge a credit card they already have on file with you, select 'Card on File' before clicking the 'Process' button, otherwise just click 'Process.'

Payee Change

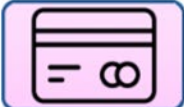


Wiggins, Stephen

Card On File Info

Amount Tendered

50.00

PROCESS

9. Follow the prompts on your credit card device to charge the card.



10. Once you receive the on-screen approval code, click the Accept button.

APPROVED: 004724

Accept

11. Lastly, click the 'Accept' button to finalize the transaction.

Register View Clear Password Exit

00031408

Refund

On File New Walk In

Sales Waiting +

Client Name	Operator	Service	Price
Wiggins, Stephen	Gift Cert	Salon Purchase	50.00

Services: 3 50.00
Products: 3 0.00

Client Name	Sold By	Description	Qty	Price	Total
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Payment Discounts Modify Price Remove Item

Sv%=25.00 Rt%=10.00

SUB-TOTAL 50.00
TOTAL 50.00
AMT PAID 50.00

Receipt

Client Info
History
Set Popup
Appointments
Notes
Duplicate Receipt
Pre-Print
ACCEPT

12. Note* If the customer will be paying by multiple payment types, you will be brought back to the payment type window after applying each method of payment until the full balance owed is paid at which time you will be taken back to the final sales window where you can then click the 'Accept' button.