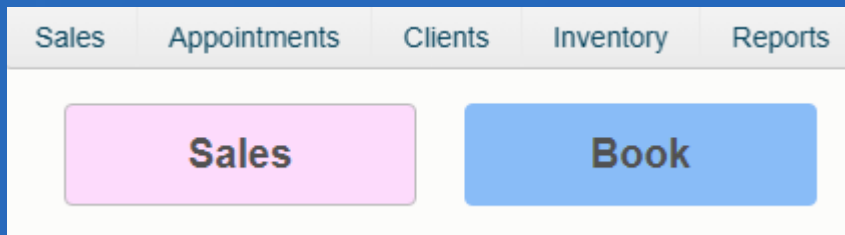


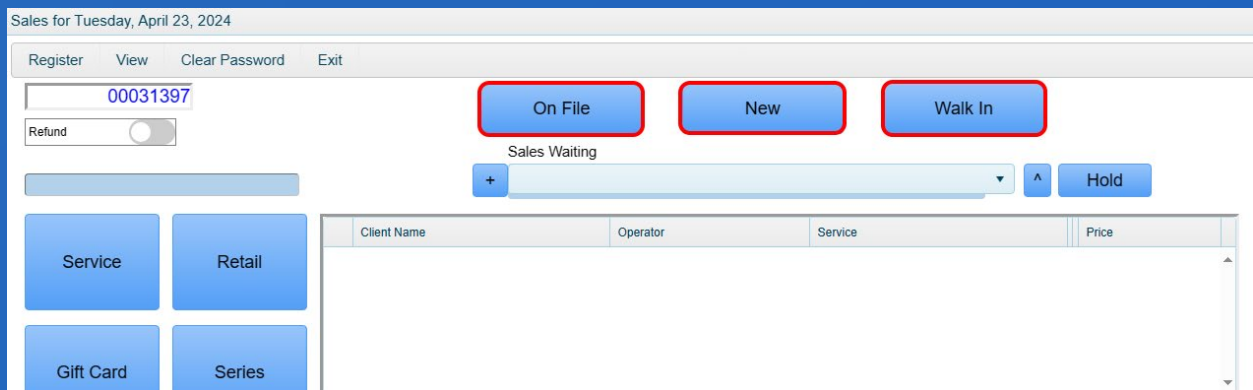
# Gift Card Sale

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

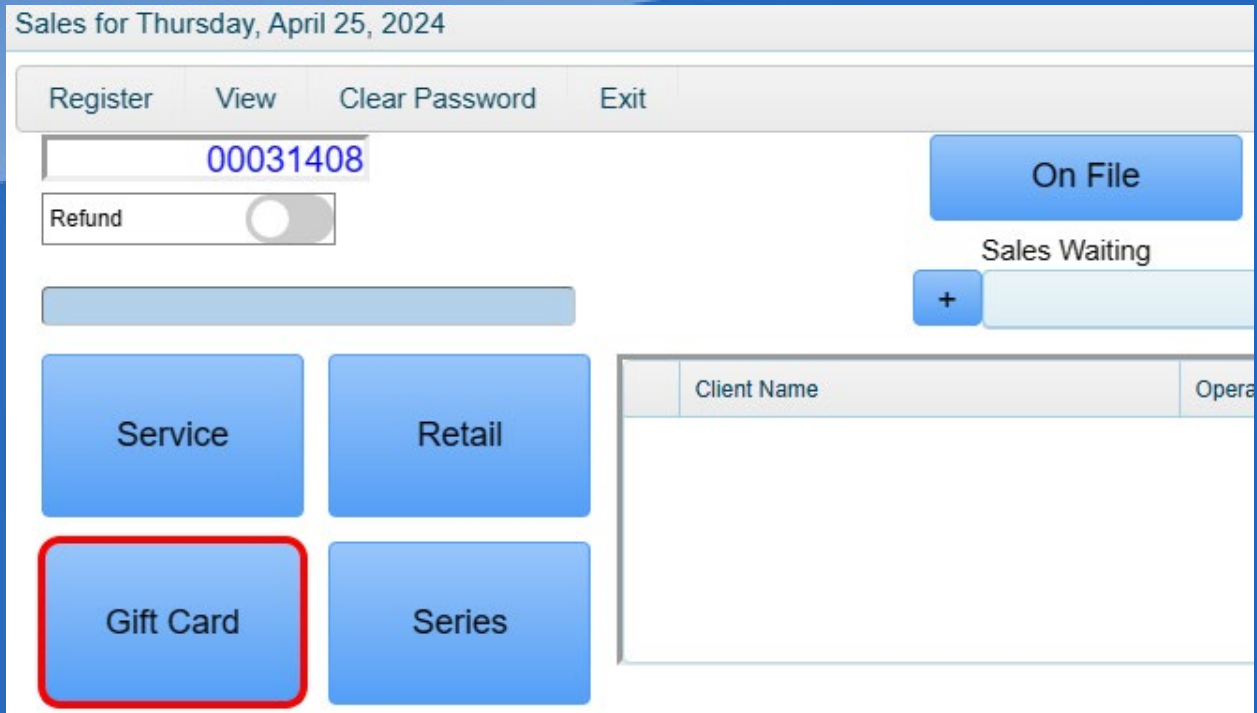
1. Click the Sales button from the main screen.



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

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Refund

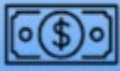


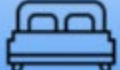

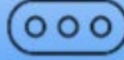
Sales Waiting

| 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.

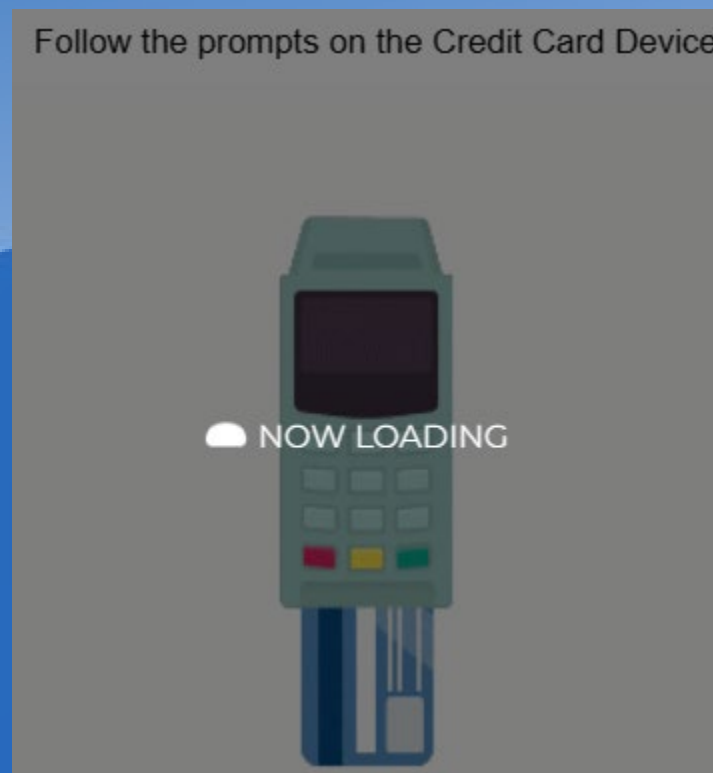
**Payment Types**

|  |  |  |
|--|--|--|
| <br>Cash        | <br>Check   | <br>Credit Card |
| <br>Gift Card   | <br>Series  | <br>On Account  |
| <br>Room Charge | <br>Rewards | <br>Other       |

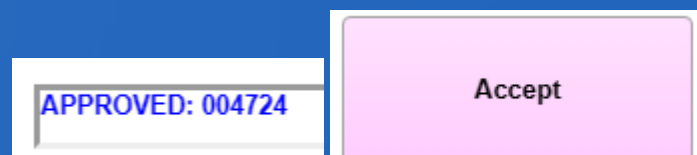
8. If this customer wishes to charge a credit card they already have on file with you, select 'Card on File' before clicking the 'Process' button, otherwise just click 'Process.'

|   |   |
|---|---|
| <br><br> | <b>Payee</b> <span style="float: right;"><a href="#">Change</a></span>                        |
|   | <input type="text" value="Wiggins, Stephen"/>   |
|   | Card On File <input type="checkbox"/> <span style="float: right;"><a href="#">Info</a></span> |
|   | <b>Amount Tendered</b><br><input type="text" value="50.00"/>                                  |
| <div style="border: 1px solid #ccc; padding: 20px; width: fit-content; margin: 0 auto;">PROCESS</div>   |   |

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.



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

Register View Clear Password Exit

00031408

On File New Walk In

Refund

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 |
|-------------|---------|-------------|-----|-------|-------|
|-------------|---------|-------------|-----|-------|-------|

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

Payment

Discounts Modify Price Remove Item

Sv%=25.00 Rt%=10.00

SUB-TOTAL 50.00  
TOTAL 50.00  
AMT PAID 50.00

Receipt

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.