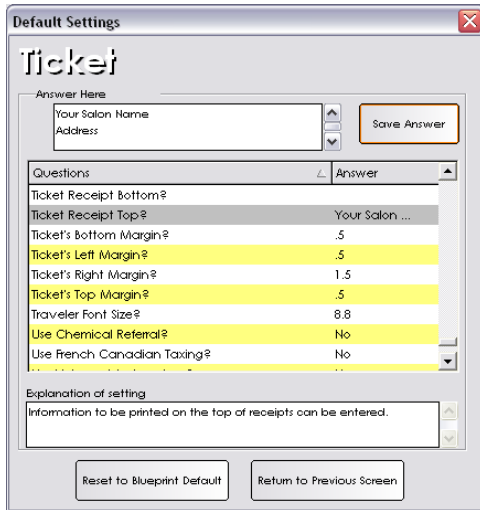


# customizing receipts

Follow these steps to customize your sales receipts.

## Customizing a Receipt

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Ticket button.
3. Click on the Set Default Settings button.
4. Scroll down the list of questions until you see – Ticket Receipt Top? Click once on the question and type in your message in the Answer Here field.
5. Click the Save Answer button.
6. Click once on the Ticket Receipt Bottom? question, and type in your message in the Answer Here field.
7. Click the Save Answer button.
8. Click the Return to Previous Screen button.



Default Settings

**ticket**

Answer Here

Your Salon Name  
Address

Save Answer

Questions	Answer
Ticket Receipt Bottom?	
Ticket Receipt Top?	Your Salon ...
Ticket's Bottom Margin?	.5
Ticket's Left Margin?	.5
Ticket's Right Margin?	1.5
Ticket's Top Margin?	.5
Traveler Font Size?	8.8
Use Chemical Referral?	No
Use french Canadian Taxing?	No

Explanation of setting  
Information to be printed on the top of receipts can be entered.

Reset to Blueprint Default    Return to Previous Screen

