

GIFT CERTIFICATES

Sell as PRODUCT

Person buying GC buys it on their acct as a product and pays for it in full. (Do NOT put credit on the acct they are buying it for.) Make COPY for our file with account number. Make sure you fill out AMOUNT on actual Certificate and your signature.

Redeem as PAYMENT

Under Method, choose Gift Certificate. When person comes in with GC, it is good for whatever product or service or monetary value it says. It's like CASH. Choose a product they want, then use GC as the payment. If it's not enough, then they pay the difference in an additional separate payment transaction. If product is less than GC, you may leave a credit on the acct but may NOT give a cash refund.

On Gift Certificate itself, write date used, account #, amount used and your initials. Attach to paperwork and file as usual.