

Pre-Paid Special Order Payment Process

Taking a payment for a special order before the item is in stock

1. Print out a ticket for the item **SPECIAL** and keep the ticket at each register so you can scan it.
2. Scan the **SPECIAL** ticket when a customer wants to pay for their special order at the time they place the order **BEFORE** the item(s) come in. *(This includes drop ship orders since they have to be paid for up front. Remember to ring up the drop ship fee separately)*
3. Once you scan the SPECIAL ticket:
 - a. You will need to key in the Price *(this is the price of the item the customer is ordering)*
 - b. Then you will need to key in the Style Number and Variant (EX: STR-4700 BLACK-M)
You will not see the style number and variant on the register screen, this will only show up on the receipt.

Register:

Item no.:					
Style	Description	Qty	Price	Disc%	Amount
SPECIAL	SPECIAL ORDER	1	\$0.50	0	0.50

Receipt:

Description	Amount
STR-4700 BLACK M	
Item No.: SPECIAL	
SPECIAL ORDER ea	0.50 T

4. You will print a TWO receipts.
 - a. One copy will go to the customer
 - b. One copy will get stapled to the special order form that you keep in your store.

You're done!