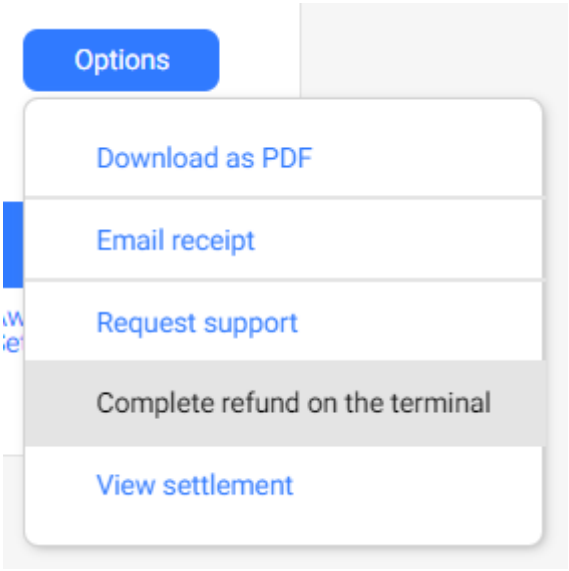
Download or email PDF copies of transactions

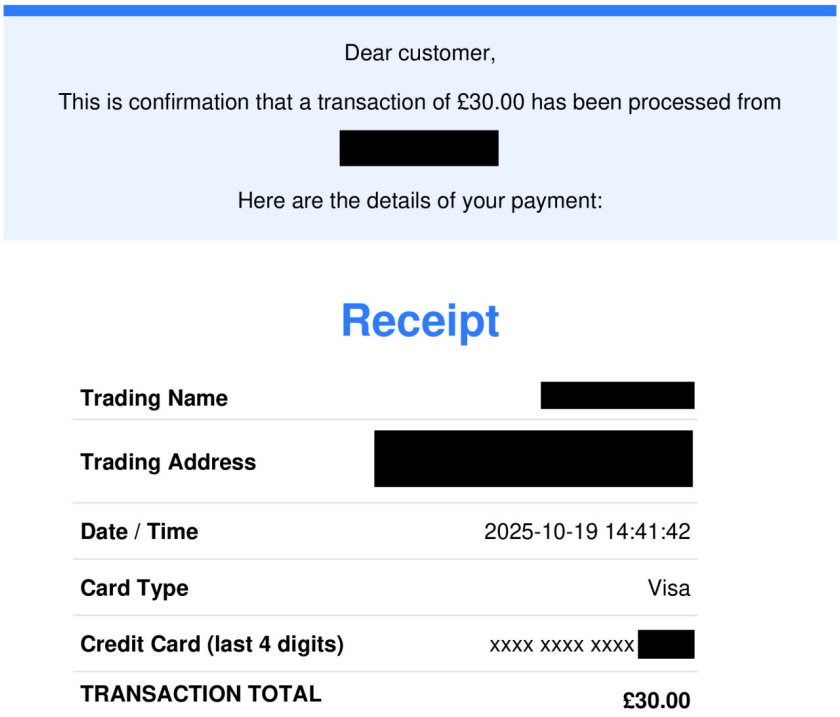
From the **Options** button in the **transaction detail record**, you can select to download as PDF or email receipt.

Download as PDF

From the **Options** button, select **Download as PDF**

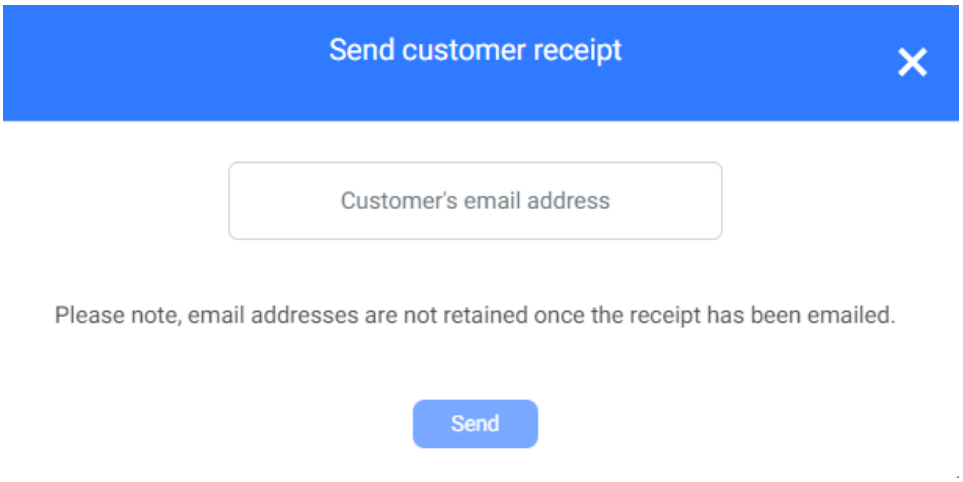


The file will then download. Here's an example of what it will look like:

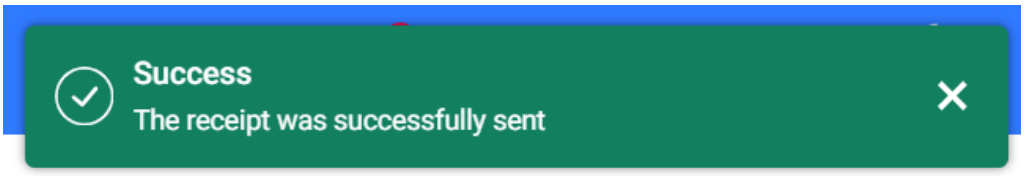


Email receipt

From the **Options** button, select **Email receipt**. You'll see the below pop up and be asked to enter the customer's email address.



If receipt is sent successfully, you'll see the below confirmation message at the top right of the screen.



The receipt will be sent from receipts@verofy.support, with the display name as Verofy Support - Receipts.

Here's how the email will look - it also includes a PDF attachment with the receipt details:

From: Verofy® Support | Receipts
Sent: 22 October 2025 12:46
To: Verofy® Support | Help
Subject: Payment Receipt - [redacted]
Attachments: transaction_receipt [redacted]_2025-10-22_11-46-17.pdf

Payment Receipt - [redacted]

Dear Customer,

Thank you for your purchase! This email confirms that a transaction of £30.00 has been successfully processed from

[redacted]

Receipt

Trading Name	[redacted]
Trading Address	[redacted]
Date / Time	2025-10-19 14:41:42
Card Type	Visa
Credit Card (last 4 digits)	**** **** **** [redacted]
TRANSACTION TOTAL	**£30.00**

This is the transaction receipt. If you have any questions regarding the transaction, please contact us directly. For queries related to the goods or services purchased, we recommend reaching out to the merchant.

For more information, please see our latest privacy updates at https://privacy.verofy.com.

Revision #7
Created 9 May 2024 14:12:33 by Verofy® Support

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