

# 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**

image.png and or type unknown

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

receipt file (8)(1).jpg and or type unknown

## 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.

image.png and or type unknown

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

image.png and or type unknown

The receipt will be sent from [receipts@verofy.support](mailto: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:

eg\_receipt(1).jpg and or type unknown

