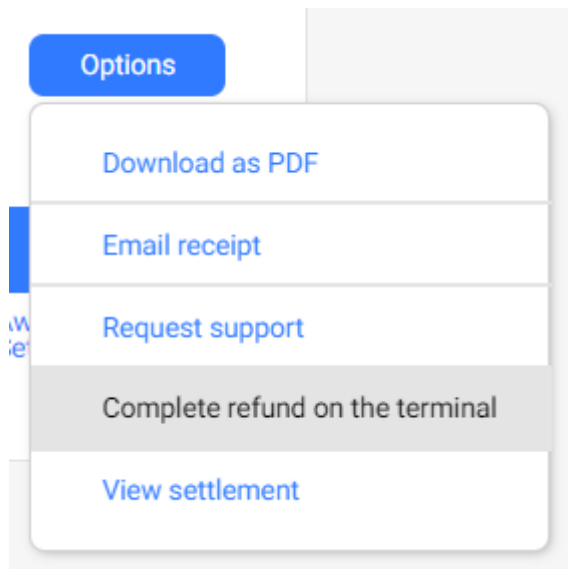


Download or email PDF copies of transactions

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:

Dear customer,

This is confirmation that a transaction of £0.25 has been processed from

Verofy®Support

Here are the details of your payment:

Receipt

Trading Name	Verofy®Support
Trading Address	12 Demo road, Manchester, AA1 2BB
Date / Time	2024-05-08 10:21:20
Card Type	Mastercard
Credit Card (last 4 digits)	xxxx xxxx xxxx 1234
TRANSACTION TOTAL	£0.25

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.

Send customer receipt



Customer's email address

Please note, email addresses are not retained once the receipt has been emailed.

Send

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

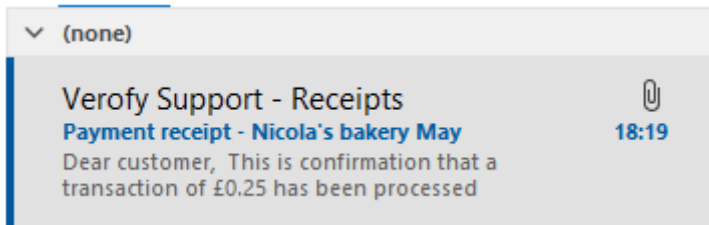


Success

The receipt was successfully sent



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



Here's how the email will look:

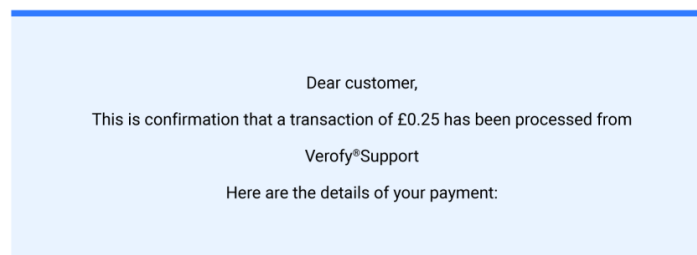
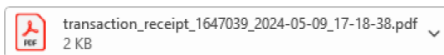
Payment receipt - Verofy®Support



Verofy Support - Receipts
To help@verofy.support



Thu 09/05/2024 18:15



Receipt

Trading Name	Verofy®Support
Trading Address	12 Demo road, Manchester, AA1 2BB
Date / Time	2024-05-08 10:21:20
Card Type	Mastercard
Credit Card (last 4 digits)	xxxx xxxx xxxx 1234
TRANSACTION TOTAL	£0.25

If you have any questions regarding your transaction, please do not hesitate to contact us.
We are always available to provide you with assistance and support.

Kind regards,
Verofy®Support

Revision #6

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

Updated 10 May 2024 11:10:06 by Verofy® Support