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How To E-Mail or Text a receipt

**Sam Taylor**

3 years ago · Updated

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Wondering how to e-mail or text a receipt? You have come to the right place! As we move toward going paperless, text and emailed receipts are becoming increasingly popular. SMRT can help your team do that with the steps below. An e-mail address or mobile phone number will need to be on file for this selected customer.

1. From the customer's "clothes-tracker", we will select the order bar of the order needing to be e-mailed/texted. When the processing order bar is opened, a drop-down with a printer icon with \$____ will populate. Click on the printer icon!

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CUSTOMER

Sam Test
smrtsystems.com
No Card on File
Drip N Dry Cleaners

Clothes Tracker | Wardrobe | Payment | Rewards | History

New Order + Listing 1 orders

Tue 06/18/19 5pm 19166-01100 - 1 piece - Drip N Dry Cleaners Processing

Coupon: None **\$6.37** Pay Add Note or Issue

Return Location: Drip N Dry Cl History Agent: Drip N Dry Clez Transfer

+ Add Item Split Order

DETAILED
\$5.95
Tom Ford Shirt DC

2. A receipt window will populate, and you will see a Print, Email, and Text option. Select Email or Text options.

Order Estimate
Saturday 06/15/19 5:01pm
Ref: 19166-01100
Sam Test

Liberty Computers
7145 OKELLY CHAPEL RD
CARY, NC 27519
919818000

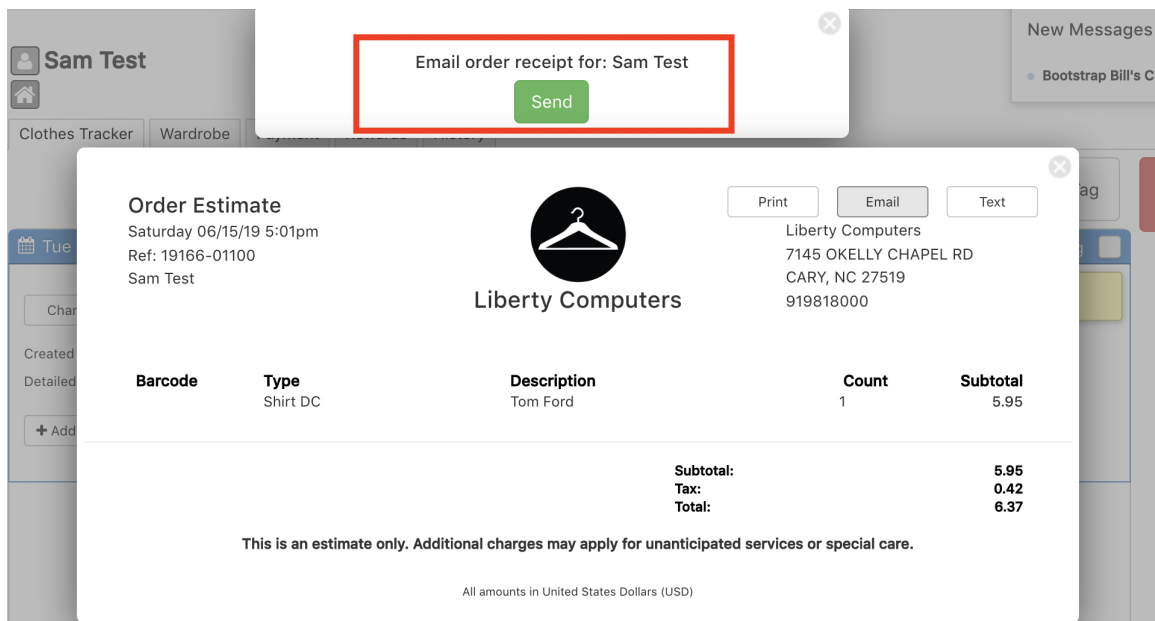
Print Email Text

Barcode	Type	Description	Count	Subtotal
	Shirt DC	Tom Ford	1	5.95
Subtotal:				5.95
Tax:				0.42
Total:				6.37

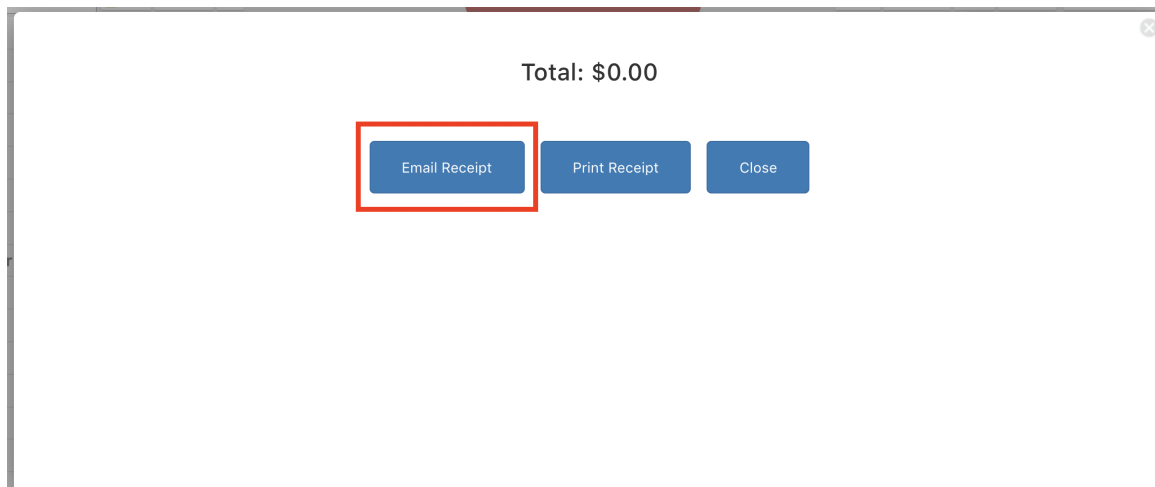
This is an estimate only. Additional charges may apply for unanticipated services or special care.

All amounts in United States Dollars (USD)

3. Once an Email or Text option is clicked, a pop-up will display with a green "Send". Click on the "Send" button, and the receipt will be sent!



4. After payment, the system will also offer an Email or Text option after the order is paid for.



Emails or Texts can be sent out to customers at any point, so if you are needing to update a price for an item or order, feel free to follow our customer communication tutorial for help on that!



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