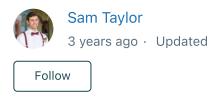
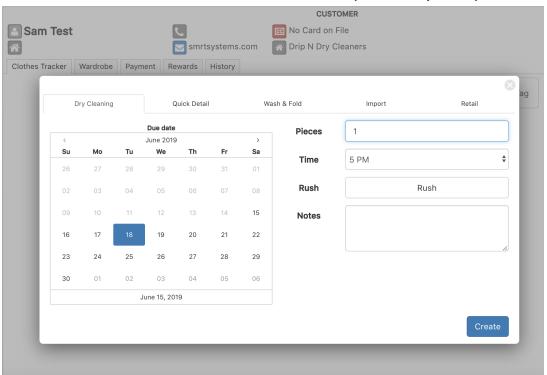


## **How To Take Deposits**

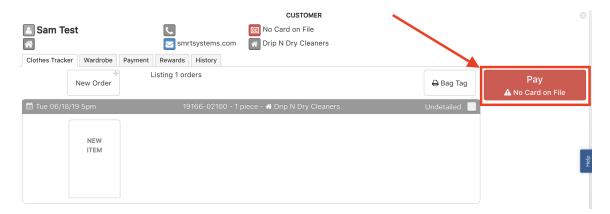


Leathers, Wedding Dresses, and Couture pieces are examples of items your business may need a deposit on. For any piece that will need a deposit paid, the steps are very similar to taking a drop-off just with one added step.

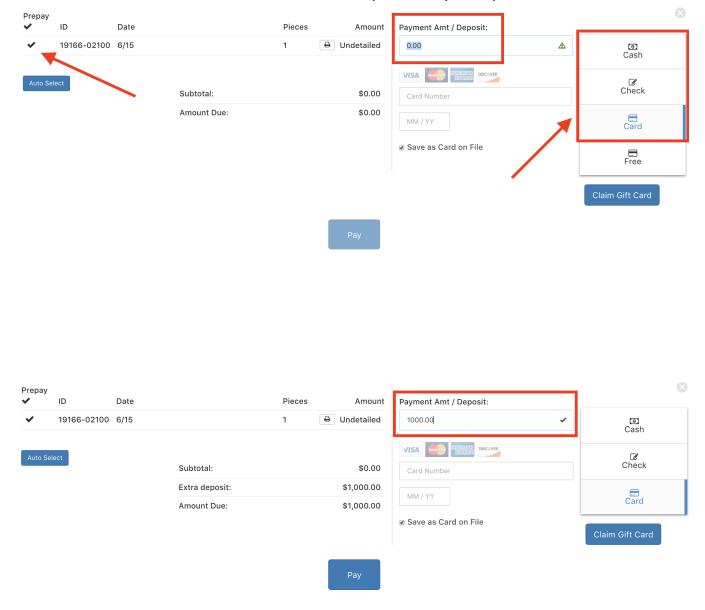
1. Create the order just as you would for any other order (Typically items needing a deposit will need a few extra days, so make sure to update the date range accordingly).



2. Give the drop tickets to the customer and select to PAY for the order.



- 3. If there are multiple orders, make sure that the correct order is "Checked" under prepay.
- 4. Once the correct order is "Checked", select the payment type the customer wishes to deposit with.
- 5. From there we will select the "Payment Amt / Deposit:" field and type in the appropriate deposit amount.



6. After the correct deposit amount is input, swipe the card or select pay. The deposit will then process!





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