

## NOTES

- This is NOT a gift certificate – each voucher can only be used for the performance with which it is associated. Please do not use the phrase “gift certificate” with patrons. **That also means the value does NOT cover fees!**
- Please seat voucher redemption orders for all dates of Nutcracker and Coppelia! This includes the dates in the Family Matinee.
- Vouchers can be redeemed on the PHONE and at the BOX OFFICE.
- Vouchers are ONLY for Nutcracker OR Coppelia – do not apply the value of a voucher towards anything else! If nutcracker ticket = \$47 and coppelia = \$53, then the patron will end up paying \$3+fees for the tickets – total voucher use = \$97.
- **Voucher expires 6/30/2013**

## VOUCHERS LOOK LIKE THIS:



## HOW TO REDEEM

1. Build your order for Coppelia and/or Nutcracker in “PBA-TP Subs Serv” mode of sale.
  - a. Be sure to seat the line item!
  - b. Process as usual (note – in this MOS you need to set the “category”)
2. Open the Payment Window (“moneybags”)
  - a. For **payment method**, select “PBA Coppelia Subs Voucher” or “PBA Nutcracker Subs Voucher” as appropriate
  - b. Set the “amount” to 50.00 *or whatever the value of tickets – whichever is LESS.*
  - c. Enter the voucher number WITH THE DASH into the “Gift Cert No” field
  - d. Click “Insert” to insert a second voucher if necessary – set amount to \$50
  - e. Click “Insert” to pay remainder with credit card – Tessitura will automatically calculate total remaining due