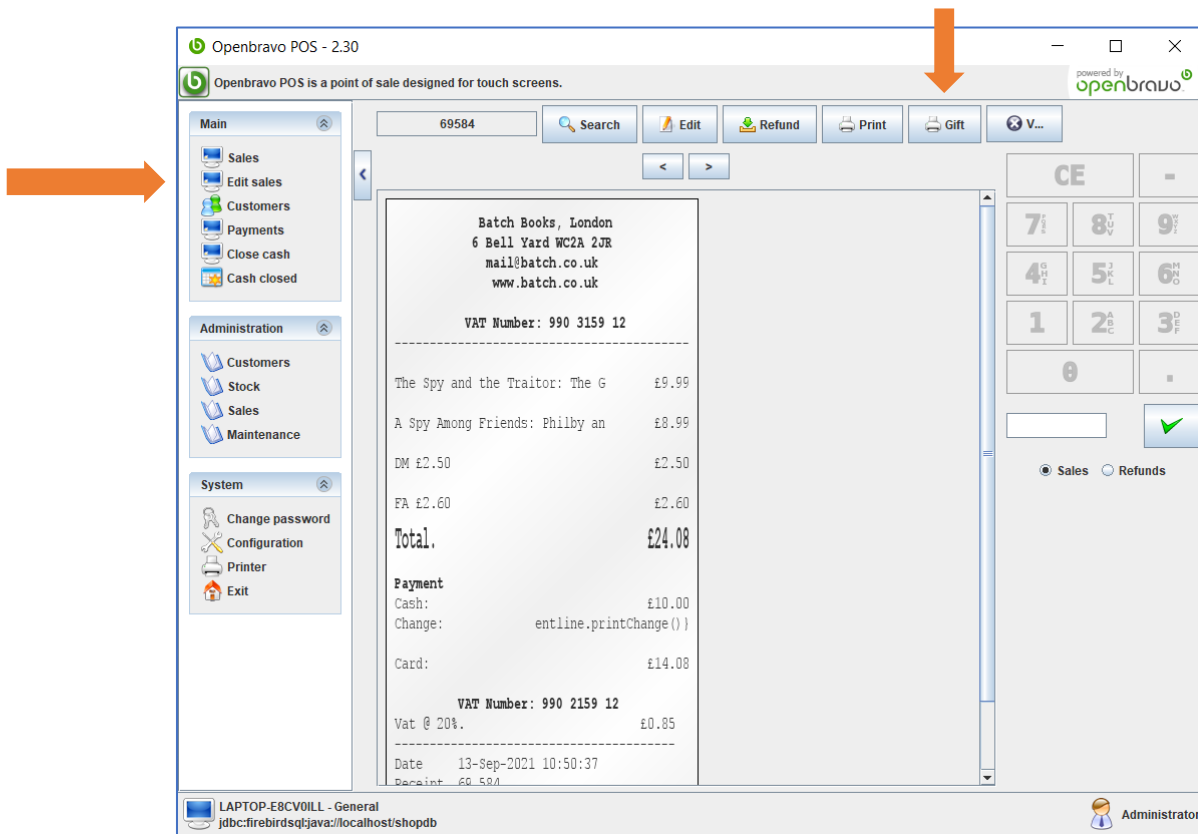


## Gift Receipt Options (Version 4.60 upwards)

### 1. Last issued receipt viewable in Edit Sales/Print Gift Receipt

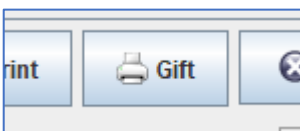
Prior to version 4.60 it was only possible to view a receipt by either entering the number of the receipt or searching for it by date and time. This version now shows the last receipt issued when entering Edit Sales:



**Note:** If you find your reprint is missing address details, please email [mail@batch.co.uk](mailto:mail@batch.co.uk) and we will be able to fix the problem for you.

### 2. Print gift receipt option in Edit Sales

A new addition to the menu in Edit Sales is the Print Gift Receipt option, which will print the displayed receipt without any of the amounts paid being displayed. The new button can be seen on the previous graphic and is also shown here:



Clicking on this button will produce a Gift Receipt as shown below:

Batch Books, London  
Bell Yard WC2A 2JR  
mail@batch.co.uk  
www.batch.co.uk

---

Gift Receipt

A Spy Among Friends: Philby an

The Spy and the Traitor: The G

**Total.**

VAT Number: 990 2159 12

Vat @ 20%.

---

Gift Receipt

Date 17-Sep-2021 09:35:21

Receipt 69,585

Contact for all queries: [mail@batch.co.uk](mailto:mail@batch.co.uk)