

# Gift Certificate System WGCS

## Installation and Operating Instructions

### GIFT CERTIFICATE CONTENTS

- 140 or 280 Gift Certificates
- 15 or 30 Registers
- 140 or 280 Envelopes
- 1 Folding Board

### HOW TO BEGIN

1. Check your order. Verify the imprint information is correct on your gift certificates.
2. Place the folding board on your desk so clamp is at the left. The board will open to the right.
3. Place one gift certificate register on the board. The second hole from the top of the register should be placed on the first peg of the board.

### PREPARING THE REGISTER

1. Enter the previous month's balance at the top of the register. (See A of illustration 1).
2. In columns 1-4, enter the description column headings in the upper right hand portion of register. (See B of illustration 1).
3. Enter month and page number in the lower right hand corner of register. (See C of illustration 1)
4. Place the first bank of shingled gift certificates on the board by placing the fourth hole at the top of the bank of certificates on the top peg. Be sure the posting line of the top certificate aligns with the first writing line on the register.

GIFT CERTIFICATE REGISTER												
				(A)	(B)	(C)		1 2 3 4				
DATE	CERTIFICATE ISSUED TO	CERTIFICATE NUMBER	PRESENTED BY	CERTIFICATE AMOUNT	ENTRY LINE NUMBER	SOLD BY	BALANCE OUTSTANDING	AMOUNT	DATE	DESCRIPTION	LINE NO.	
					1		\$358.00			Lunch	1	
					2					Dinner	2	
					3					Compost	3	
					4						4	
					5						5	
					6						6	
					7						7	
					8						8	
					9						9	
					10						10	
					11						11	
					12						12	
					13						13	
					14						14	
					15						15	
					16						16	
					17						17	
					18						18	
					19						19	
					20						20	
				TOTAL THIS PAGE								
				PREVIOUS PAGE TOTALS TO DATE								
				TOTALS TO DATE								
OUTSTANDING BALANCE PROOF BEGINNING BALANCE B + A - C = ENDING BALANCE B												
							(B)					
							CARRY BALANCE TO TOP OF NEXT PAGE					
							(C)		1	2	3	4
							MONTH OF	April	PAGE NO.	1	BY	ABU

ILLUSTRATION 1

### RECORDING THE GIFT CERTIFICATE

1. On the first line of the certificate, write the amount of the gift certificate. (See A of Illustration 2).
2. On the posting line of the certificate, fill in the date, the name who is receiving the certificate, the certificate number, the purchaser of the certificate, and the dollar amount.
3. Enter the initials of the person who sold the certificate on the right side of the register. (See B of illustration 2).
4. Once the posting line is complete, detach the certificate at the perforation.
5. Complete the certificate by signing the signature line, and placing it in the gift certificate envelope.

### RECORDING THE REDEMPTION OF THE GIFT CERTIFICATE

1. Determine which register includes the records of the gift certificate transaction. (Keep used registers in a storage binder in chronological order for easy reference.)
2. Record the amount of the redemption and the date of the redemption. (See C of illustration 2).
3. Enter the amount of the certificate redeemed in the proper description column. (See D of Illustration 2).

GIFT CERTIFICATE REGISTER												
				(A)	(B)	(C)		1 2 3 4				
DATE	CERTIFICATE ISSUED TO	CERTIFICATE NUMBER	PRESENTED BY	CERTIFICATE AMOUNT	ENTRY LINE NUMBER	SOLD BY	BALANCE OUTSTANDING	AMOUNT	DATE	DESCRIPTION	LINE NO.	
4/15	Sally Burt	9621	The Fitzgerald Co.	\$100.00	1	RFF	\$358.00	\$78.50	5/6	Lunch	1	
4/18	The Parkers	9622	Jean and Bill Able	\$150.00	2	AJB		\$150.00	4/20	Dinner	2	
					3	N/A				Compost	3	
					4	RFF		\$35.00	4/26		4	
					5	JT		\$65.00	5/10		5	
					6	N/A					6	
					7	AJB		\$60.00	4/30		7	
					8	RFF					8	
					9	AJB					9	
					10						10	
					11						11	
					12						12	
					13						13	
					14						14	
					15						15	
					16						16	
					17						17	
					18						18	
					19						19	
					20						20	
				TOTAL THIS PAGE								
				PREVIOUS PAGE TOTALS TO DATE								
				TOTALS TO DATE								
OUTSTANDING BALANCE PROOF BEGINNING BALANCE B + A - C = ENDING BALANCE B												
							(B)					
							CARRY BALANCE TO TOP OF NEXT PAGE					
							(C)		1	2	3	4
							MONTH OF	April	PAGE NO.	1	BY	ABU

**THE DINER**  
871 Meatloaf Lane  
Anytown, USA 000000  
937-123-4567

9629

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Fifty Dollars and 00/100 \_\_\_\_\_ DOLLARS

DATE: 4/26 GIFT FOR: James Turner CERTIFICATE NO: 9629 PRESENTED BY: Sheila Farrell CERTIFICATE AMOUNT: \$40.00

GIFT CERTIFICATE

NON-NEGOTIABLE

ILLUSTRATION 2

