

# SALES SLIP COMPLETION PROCEDURES

- Cash sales, charge sales, purchase commitments (layaways), returns, trade-ins and merchandise break-up/split sales slips must always be filled out accurately, neatly, and completely.
- The same sales slip is used for a cash sale, charge sales & purchase commitment.

*The following pages contain examples of how to complete a cash sales slip, a new charge sales slip, an add-on charge sales slip, a purchase commitment sales slip, a return sale slip, a trade – in sale slip, and a merchandise break-up/split sales slip.*

# CASH SALES SLIP

Pictured below is an accurately completed cash sales slip.

**Daniel's** 5214001  
MAKING DIAMOND DREAMS COME TRUE SINCE 1948

DATE 2/1/2015 STORE NUMBER 4 TRN

DANIEL'S CHARGE ACCOUNT # \_\_\_\_\_ APPROVAL CODE \_\_\_\_\_

SOLD TO John Smith FIRST LAST

ADDRESS 2121 Main St. # E  
CITY Downey STATE CA ZIP 90204

TYPE 5 CUSTOMER TELEPHONE 323, 929-2066

**Identification Verification Required**

DRIVER'S LICENSE / ID CARD VERIFIED BY # \_\_\_\_\_ ☐ HOME ☐ CELLULAR ☐ MESSAGE

☒ CASH ☐ CHARGE ☐ LAYAWAY

ASSOCIATE # 5499 ASSOCIATE # 9810 ASSOCIATE # \_\_\_\_\_

**AMOUNT \$ TENDERED**  
740.00 CASH  
CHECK

ITEM # / SKU	DESCRIPTION	TICKET PRICE	QUAN. SOLD	SELLING PRICE	NET AMOUNT
<u>9310-12302</u>	<u>Pearl Ring</u>	<u>1149.95</u>	<u>2</u>	<u>2299.90</u>	<u>1999.90</u>
<u>310-12491</u>	<u>Onyx Ring</u>	<u>369.95</u>	<u>1</u>	<u>369.95</u>	<u>369.95</u>
<u>72000000</u>	<u>Registry</u>	<u>29.95</u>	<u>2</u>		
<u>72000000</u>	<u>Registry</u>	<u>44.40</u>	<u>1</u>		

**TAPE SKU TAGS HERE**

NOTES: \_\_\_\_\_

SUB-TOTAL	<u>1856.95</u>
SALES TAX	<u>10.55</u>
TOTAL	<u>1867.50</u>
TRADE IN #1	<u>(-)</u>
TRADE IN #2	<u>(-)</u>
NET AMOUNT (=)	
TOTAL DOWN PAYMENT	<u>(-)</u>
(DMR) REGISTRY	<u>59.90</u>
PRIOR BALANCE	<u>(-)</u>
NEW BALANCE (=)	<u>1797.60</u>

CASH ☐ CHECK ☐ DEBIT ☐ 3RD PARTY ☐ BANK CARD ☐

"YES! Please add me to your promotional mailing and tele-marketing lists. I agree to receive offers via mail, e-mail or telephone, including my mobile phone. I understand calls may be live or pre-recorded and a computer dialer may be used." For complete details or to opt-out, see a Daniel's associate.

CUSTOMER AGREEMENT John Smith

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- 1) Signature of customer to acknowledge being added to mailing list.
- 2) Date
- 3) Customer name address & phone number.
- 4) Store number
- 5) Customer ID - NOT APPLICABLE FOR CASH SALES
- 6) Selling associate(s) employee number(s).
- 7) Payment method.
- 8) Amount actually received, before change is delivered.
- 9) Item Number(s) or SKU(s) of item (s) sold.
- 10) Description of item(s) being sold.
- 11) Retail (ticket) price of item(s) sold.
- 12) Quantity of SKU being sold
- 13) Selling price of one of this SKU being sold.
- 14) Total dollar amount per SKU (quantity time selling price)
- 15) Subtotal of all merchandise.
- 16) Sales Tax.
- 17) Total of merchandise with tax.
- 18) Registry (ies) amount(s).
- 19) Sale Slip total (all merchandise, tax and registry (ies)).
- 20) Registries SKU and prices recorded for POS use.

# CHARGE (NEW) SALES SLIP

Pictured below is an accurately completed charge sales slip for a customer opening a new account.

**Daniel's** 5214004  
MAKING DIAMOND DREAMS COME TRUE SINCE 1948

① DATE 5/1/15 STORE NUMBER ③ TRN

DANIEL'S CHARGE ACCOUNT # ② new APPROVAL CODE \_\_\_\_\_

SOLD TO ④ Mary Smith

ADDRESS ⑤ 2121 Main St #E

CITY Downey STATE Ca ZIP 90204

TYPE ID ⑥ COL # A 1234567 CUSTOMER TELEPHONE (323) 949-2066

Identification Verification Required ⑦ 5499

DRIVER'S LICENSE / ID CARD VERIFIED BY # 5499 ⑧ HOME ☒ CELLULAR ☐ MESSAGE ☐

☐ CASH ☒ CHARGE ☐ LAYAWAY

ASSOCIATE # 5499 ASSOCIATE # \_\_\_\_\_ ASSOCIATE # \_\_\_\_\_

AMOUNT \$ TENDERED  
\$ ⑩ 120.00 CASH  
\$ \_\_\_\_\_ CHECK

ITEM # / SKU	DESCRIPTION	TICKET PRICE	QUAN. SOLD	SELLING PRICE	NET AMOUNT
⑪ 404-12991	⑫ <u>TRIPLE Herring bone</u>	⑬ <u>299.95</u>	⑭ <u>1</u>	⑮ <u>549.95</u>	⑯ <u>149.95</u>
310-12362	Pearl Ring	149.95	1	149.95	149.95
720-00000	Registry	35.99	1		
720-00000	Registry	29.95	1		

**TAPE SKU TAGS HERE**

NOTES:

#1 SKU / DESCRIPTION / QTY.	TRADE IN #1 (-)	⑰ <u>299.90</u>
#2 SKU / DESCRIPTION / QTY.	TRADE IN #2 (-)	
DOWN PAYMENT DEPOSIT: ⑩ <u>120.00</u>	SALES TAX (+) ⑱ <u>29.94</u>	
	TOTAL (-) ⑲ <u>329.14</u>	
	NET AMOUNT (-) ⑳ <u>329.14</u>	
CASH <input checked="" type="checkbox"/> CHECK <input type="checkbox"/> DEBIT <input type="checkbox"/> 3RD PARTY <input type="checkbox"/> BANK CARD <input type="checkbox"/>	TOTAL DOWN PAYMENT (-) ㉑ <u>120.00</u>	
"YES! Please add me to your promotional mailing and tele-marketing lists. I agree to receive offers via mail, e-mail or telephone, including my mobile phone. I understand calls may be live or pre-recorded and a computer dialer may be used." For complete details or to opt-out, see a Daniel's associate.	(DMR) REGISTRY (+) ㉒ <u>35.99</u>	
CUSTOMER AGREEMENT _____	PRIOR BALANCE (-) ㉓ <u>0</u>	
	NEW BALANCE (=) ㉔ <u>245.04</u>	

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- 1) Date
- 2) Write the word "New", so that central credit is aware that it's a brand new charge sale customer
- 3) Store number
- 4) Customer name, address and phone number
- 5) Customer ID number (Driver's License, State ID)
- 6) Type of phone
- 7) Initials and Employee # of associate who verified customer's ID
- 8) Type of sale
- 9) Employee # of selling associate(s)
- 10) Down payment amount actually received, before change delivered, two locations on slip
- 11) SKU(s) of item(s) sold
- 12) Description of item(s) sold
- 13) Ticket price of item(s) sold
- 14) Quantity of SKU sold
- 15) Selling price of item(s) sold
- 16) Total dollar amount per SKU (selling price x quantity)
- 17) Subtotal of item(s) sold
- 18) Sale Tax
- 19) Total (subtotal + tax)
- 20) Trade-in value (if applicable)
- 21) Purchase minus trade-in value
- 22) Down payment amount received before faxing to Central Credit
- 23) Registry amount (if applicable)
- 24) Prior Daniel's account balance
- 25) New Daniel's account balance = net amount + prior balance + Registry

# CHARGE (ADD-ON) SALES SLIP

Pictured below is an accurately completed charge sales slip for a customer with an existing balance on their Daniel's account.

**Daniel's** 5214006  
MAKING DIAMOND DREAMS COME TRUE SINCE 1948

DATE ① 5/1/15 STORE NUMBER ② TRN  
DANIEL'S CHARGE ACCOUNT # ③ 11309648 APPROVAL CODE  
SOLD TO ④ Margaret Avila  
FIRST LAST  
ADDRESS ⑤ 420 S. Main Pl. # 105  
NUMBER STREET ZIP  
CITY ⑥ Oxnard STATE Ca ZIP 92801  
TYPE ID ⑦ CCL # B1234567 CUSTOMER TELEPHONE 805, 611-6116  
Identification Verification Required ⑧ SJ 5499 ⑨  
DRIVER'S LICENSE / ID CARD VERIFIED BY # ⑩ 5499 ⑪  
⑫ CASH ⑬ CHARGE ⑭ LAYAWAY  
AMOUNT \$ TENDERED ⑮ 175.00 CASH  
\$ CHECK  
ASSOCIATE # ⑯ 5499 ASSOCIATE #

ITEM # / SKU	DESCRIPTION	TICKET PRICE	QUAN. SOLD	SELLING PRICE	NET AMOUNT
⑪ 110-03322	⑫ TRIO SET	⑬ 699.95	⑭ 1	⑮ 399.95	⑯ 399.95
720-00000	Registry	83.99	1		

**TAPE SKU TAGS HERE**

NOTES:

#1	SKU	DESCRIPTION	QTY.	TRADE IN #1	(-)
#2	SKU	DESCRIPTION	QTY.	TRADE IN #2	(-)

DOWN PAYMENT DEPOSIT: ⑩ 175.00

CASH ☒ CHECK ☐ DEBIT ☐ 3RD PARTY ☐ BANK CARD ☐

"YES! Please add me to your promotional mailing and tele-marketing lists. I agree to receive offers via mail, e-mail or telephone, including my mobile phone. I understand calls may be live or pre-recorded and a computer dialer may be used." For complete details or to opt-out, see a Daniel's associate.

CUSTOMER AGREEMENT

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SUB-TOTAL	(=)	⑮ 399.95
SALES TAX	(+)	⑮ 38.99
TOTAL	(=)	⑮ 438.94
TRADE IN #1	(-)	⑮ 00
TRADE IN #2	(-)	
NET AMOUNT	(=)	⑮ 438.94
TOTAL DOWN PAYMENT	(-)	⑮ 175.00
(DMR) REGISTRY	(+)	⑮ 83.99
PRIOR BALANCE	(-)	⑮ 46.10
NEW BALANCE	(=)	⑮ 394.03

- 1) Date
- 2) Customer's Daniel's account number
- 3) Store number
- 4) Customer name, address and phone number
- 5) Customer ID number (Driver's License, State ID)
- 6) Type of phone
- 7) Initials and Employee # of associate who verified customer ID
- 8) Type of sale
- 9) Employee # of selling associate(s)
- 10) Down payment amount actually received, before change delivered, two locations on slip
- 11) SKU(s) of item(s) sold
- 12) Description of item(s) sold
- 13) Ticket price of item(s) sold
- 14) Quantity of SKU sold
- 15) Selling price of item(s) sold
- 16) Total dollar amount per SKU (selling price x quantity)
- 17) Subtotal of item(s) sold
- 18) Sales Tax
- 19) Total (subtotal + tax)
- 20) Trade-in value (if applicable)
- 21) Purchase minus trade-in value
- 22) Down payment amount received before faxing to Central Credit
- 23) Registry amount (if applicable)
- 24) Prior Daniel's account balance
- 25) New Daniel's account balance = net amount + prior balance + Registry

# PURCHASE COMMITMENT SALES SLIP

Pictured below is an accurately completed purchase commitment sales slip.

**Daniel's** 5214007  
MAKING DIAMOND DREAMS COME TRUE SINCE 1948

DATE ① 5/1/15 STORE NUMBER ② TRN

DANIEL'S CHARGE ACCOUNT # ③ 10123478 APPROVAL CODE \_\_\_\_\_

SOLD TO ④ John Smith

ADDRESS 2121 N. Western St. Apt 27  
CITY Downey STATE Ca ZIP 90204

TYPE ID ⑤ # \_\_\_\_\_ CUSTOMER TELEPHONE 323, 929-2121

**Identification Verification Required**

DRIVER'S LICENSE / ID CARD VERIFIED BY # \_\_\_\_\_ ☒ HOME ☐ CELLULAR ☐ MESSAGE

☐ CASH ☐ CHARGE ☒ LAYAWAY

ASSOCIATE # ⑥ 5499 ASSOCIATE # \_\_\_\_\_ ASSOCIATE # \_\_\_\_\_

ITEM # / SKU	DESCRIPTION	TICKET PRICE	QUAN. SOLD	SELLING PRICE	NET AMOUNT
⑨ 40416613	⑩ MarineLink	⑪ 999 <sup>95</sup>	⑫ 1	⑬ 799 <sup>95</sup>	⑭ 799 <sup>95</sup>
108-17613	Dia Pendant	899 <sup>95</sup>	1	499 <sup>95</sup>	499 <sup>95</sup>
720-0000	Registry	119 <sup>99</sup>	1		
720-0000	Registry	107 <sup>99</sup>	1		

**TAPE SKU TAGS HERE**

NOTES:

#1	SKU	DESCRIPTION	QTY	TRADE IN #1 (-)
#2	SKU	DESCRIPTION	QTY	TRADE IN #2 (-)

DOWN PAYMENT DEPOSIT: \$ ⑧ 16500

CASH ☒ CHECK ☐ DEBIT ☐ 3RD PARTY ☐ BANK CARD ☐

"YES! Please add me to your promotional mailing and tele-marketing lists. I agree to receive offers via mail, e-mail or telephone, including my mobile phone. I understand calls may be live or pre-recorded and a computer dialer may be used." For complete details or to opt-out, see a Daniel's associate.

CUSTOMER AGREEMENT \_\_\_\_\_

SUB-TOTAL (=)	⑮ 1299 <sup>90</sup>
SALES TAX (+)	⑯ 126 <sup>74</sup>
TOTAL (=)	⑰ 1426 <sup>64</sup>
NET AMOUNT (=)	⑱ 1426 <sup>64</sup>
TOTAL DOWN PAYMENT (-)	⑲ 16500
(DMR) REGISTRY (+)	⑳ 119.99
PRIOR BALANCE (-)	㉑ 107.99
NEW BALANCE (=)	㉒ 1362 <sup>88</sup>

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- 1) Date
- 2) Purchase commitment account number
- 3) Store number
- 4) Customer name, address and phone number
- 5) ID - NOT APPLICABLE FOR PURCHASE COMMITMENTS
- 6) Selling associate's employee number
- 7) Payment method (Layaway & down payment method)
- 8) Down payment amount actually received, before change delivered
- 9) SKU(s) of item(s) sold
- 10) Description of item(s) sold
- 11) Retail (ticket) price of item(s) sold
- 12) Quantity of SKU sold
- 13) Selling price of item(s) sold
- 14) Total dollar amount per SKU (selling price x quantity)
- 15) Subtotal of item(s) sold
- 16) Sales Tax
- 17) Total (subtotal + tax)
- 18) Total purchase minus trade-in value
- 19) Down payment amount
- 20) Registry may be added to sales slip but not entered into POS for purchase commitments
- 21) New purchase commitment balance

# CASH (RETURN) SALE SLIP

Pictured below is a sample completed cash sale return slip.

<b>Daniel's</b> <small>MAKING DIAMOND DREAMS COME TRUE SINCE 1948</small>		5214008							
DATE <u>① 5/1/15</u>		STORE NUMBER <u>⑤ TRN</u>							
DANIEL'S CHARGE ACCOUNT # _____		APPROVAL CODE _____							
SOLD TO <u>③ Jerry Smith</u>									
ADDRESS <u>11635 Uptown Rd</u>									
CITY <u>Oxnard</u>	STATE <u>Ca</u>	ZIP <u>92840</u>							
TYPE ID <u>④</u> # _____	CUSTOMER TELEPHONE <u>(805) 716-6177</u>								
<b>Identification Verification Required</b>									
DRIVER'S LICENSE / ID CARD VERIFIED BY # _____		<input checked="" type="checkbox"/> HOME <input type="checkbox"/> CELLULAR <input type="checkbox"/> MESSAGE							
<input type="checkbox"/> CASH <input type="checkbox"/> CHARGE <input type="checkbox"/> LAYAWAY		<table border="1"> <tr> <th colspan="2">AMOUNT \$ TENDERED</th> </tr> <tr> <td>\$ _____</td> <td>CASH</td> </tr> <tr> <td>\$ _____</td> <td>CHECK</td> </tr> </table>		AMOUNT \$ TENDERED		\$ _____	CASH	\$ _____	CHECK
AMOUNT \$ TENDERED									
\$ _____	CASH								
\$ _____	CHECK								
ASSOCIATE # <u>⑥ 5499</u>	ASSOCIATE # _____	ASSOCIATE # _____							
ITEM # / SKU	DESCRIPTION	TICKET PRICE	QUAN. SOLD	SELLING PRICE	NET AMOUNT				
310-12362	Pearl Ring	149 <sup>95</sup>	1	149 <sup>95</sup>	<149 <sup>95</sup> >				
720-00000	Registry	29 <sup>95</sup>	1						
⑥	⑦	⑧	⑨	⑩	⑪				
<b>TAPE SKU TAGS HERE</b>									
NOTES:		SUB-TOTAL <u>⑫ (=)</u>		<149 <sup>95</sup> >					
		SALES TAX <u>⑬ (+)</u>		<14 <sup>62</sup> >					
		TOTAL <u>⑭ (=)</u>		<164 <sup>57</sup> >					
#1 SKU / DESCRIPTION	TRADE IN #1 (-)								
#2 SKU / DESCRIPTION	TRADE IN #2 (-)								
DOWN PAYMENT DEPOSIT: \$ _____	NET AMOUNT <u>⑮ (=)</u>	<164 <sup>57</sup> >							
CASH <input checked="" type="checkbox"/> CHECK <input type="checkbox"/> DEBIT <input type="checkbox"/> 3RD PARTY <input type="checkbox"/> BANK CARD <input type="checkbox"/>	TOTAL DOWN PAYMENT (-)								
"YES! Please add me to your promotional mailing and tele-marketing lists. I agree to receive offers via mail, e-mail or telephone, including my mobile phone. I understand calls may be live or pre-recorded and a computer dialer may be used." For complete details or to opt-out, see a Daniel's associate.		(DMR) REGISTRY <u>⑯ (+)</u>		<29 <sup>95</sup> >					
CUSTOMER AGREEMENT _____		PRIOR BALANCE (-)							
		NEW BALANCE <u>⑰ (=)</u>		<194 <sup>52</sup> >					

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- 1) Date
- 2) Store number
- 3) Customer name, address & phone number.
- 4) ID - NOT APPLICABLE FOR CASH SALES
- 5) Selling associate's employee number
- 6) SKU(s) of item(s) returned
- 7) Description of item(s) returned
- 8) Retail (ticket) price of item(s) returned
- 9) Quantity of SKU returned
- 10) Selling price of item(s) returned
- 11) Returned total dollar amount per SKU
- 12) Subtotal of item(s) returned
- 13) Sales Tax
- 14) Total return (sub-total + tax)
- 15) Total return minus trade-in value
- 16) Returned registry amount (if applicable)
- 17) Total return amount balance

**\*Remember, all returns (including layaways) for full refund must be completed within 10 days of original purchase (per POS receipt).**

# CHARGE ADD-ON (RETURN/EXCHANGE) SALES SLIP

Pictured below is a sample completed charge sale with return sales slip for a customer with an existing balance on their Daniel's account (see line 29).

<b>Daniel's</b> MAKING DIAMOND DREAMS COME TRUE SINCE 1948		5214009	
DATE ① 5/1/15		STORE NUMBER ③ TRN	
DANIEL'S CHARGE ACCOUNT # ② 01011223		APPROVAL CODE	
SOLD TO ④ Mary Jones			
ADDRESS ⑤ 1212 22nd Ave #0613			
CITY ⑥ Bell Gardens		STATE ⑦ Ca ZIP ⑧ 90213	
TYPE ID ⑨ COL# C7454321		CUSTOMER TELEPHONE ⑩ 323, 661-6616	
Identification Verification Required			
DRIVER'S LICENSE / ID CARD VERIFIED BY # ⑪ 5499 JS		⑫ HOME <input checked="" type="checkbox"/> CELLULAR <input type="checkbox"/> MESSAGE <input type="checkbox"/>	
⑬ CASH <input type="checkbox"/> CHARGE <input checked="" type="checkbox"/> LAYAWAY <input type="checkbox"/>		AMOUNT \$ TENDERED ⑭ 300.00 CASH	
ASSOCIATE # ⑮ 5499		ASSOCIATE #	
ITEM # / SKU	DESCRIPTION	TICKET PRICE	QUAN. SOLD
110-05089	TRIO SET	1899.95	1
109-61355	WED SET	599.95	1
720-00000	Registry	227.99	1
72000000	Registry	<71.99	1
NET AMOUNT		999.95	
SUB-TOTAL		700.00	
SALES TAX		18.25	
TOTAL		718.25	
TRADE IN #1		-	
TRADE IN #2		-	
NET AMOUNT		718.25	
TOTAL DOWN PAYMENT		300.00	
(DMR) REGISTRY		227.99	
PRIOR BALANCE		28.65	
NEW BALANCE		652.90	
CASH <input checked="" type="checkbox"/> CHECK <input type="checkbox"/> DEBIT <input type="checkbox"/> 3RD PARTY <input type="checkbox"/> BANK CARD <input type="checkbox"/>			
"YES! Please add me to your promotional mailing and tele-marketing lists. I agree to receive offers via mail, e-mail or telephone, including my mobile phone. I understand calls may be live or pre-recorded and a computer dialer may be used." For complete details or to opt-out, see a Daniel's associate.			
CUSTOMER AGREEMENT			

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- 1) Date
- 2) Customer's Daniel's account number
- 3) Store number
- 4) Customer name, address and phone number
- 5) Customer ID number (Driver's License, State ID)
- 6) Initials & Emp. # of associate who verified the Customers ID
- 7) Type of Phone
- 8) Payment method (Daniel's & down payment method)
- 9) Selling associate's employee #
- 10) SKU(s) of item(s) sold
- 11) Description of item(s) sold
- 12) Retail (ticket) price of item(s) sold
- 13) Quantity of SKU sold
- 14) Selling price of item(s) sold
- 15) Total dollar amount per SKU (selling price x quantity)
- 16) SKU of same item returned by the customer
- 17) Description of item(s) returned
- 18) Ticket price of item(s) returned
- 19) Quantity of SKU returned
- 20) Selling price of item(s) returned
- 21) Returned total dollar amount per SKU (selling price x quantity)
- 22) Subtotal of item(s) (selling price minus returned price)
- 23) Sales Tax
- 24) Total (subtotal + tax)
- 25) Trade-in value (if applicable)
- 26) Total purchase less trade-in value
- 27) Down payment amount received before faxing to Central Credit
- 28) Registry amount include return registry (if applicable)
- 29) Prior Daniel's account balance
- 30) New Daniel's account balance = net amount + prior balance + Registry

\* All exchanges must be within 30 days of purchase (per POS receipt).

# CHARGE ADD-ON (TRADE-IN) SALES SLIP

Pictured below is a sample completed charge sale with trade-in sales slip for a customer with an existing balance on their Daniel's account (see line 23).

<b>Daniel's</b> <small>MAKING DIAMOND DREAMS COME TRUE SINCE 1948</small>		5214010	
DATE ① 5/1/15		STORE NUMBER ③ TRN	
DANIEL'S CHARGE ACCOUNT # ② 01930968		APPROVAL CODE	
SOLD TO FIRST ④ Margaret Aguilera		LAST	
ADDRESS NUMBER 420 W. 2nd St. # D613		CITY Oxnard STATE Ca ZIP 92804	
TYPE ID ⑤ CDL # F9876543		CUSTOMER TELEPHONE ⑥ 805, 292-4020	
Identification Verification Required ⑦ ⑥5499 SJ			
DRIVER'S LICENSE / ID CARD VERIFIED BY ⑧			
<input type="checkbox"/> CASH <input checked="" type="checkbox"/> CHARGE <input type="checkbox"/> LAYAWAY		AMOUNT \$ TENDERED \$ 125.00 CASH \$ 400.00 CHECK	
ASSOCIATE # 5499		ASSOCIATE #	
ITEM # / SKU	DESCRIPTION	TICKET PRICE	QUAN. SOLD
⑩ 110-0496	W/gold trio	⑪ 2799.95	⑫ 1
⑬ 720-0000	Registry	⑭ 335.99	⑮ 1
TAPE SKU TAGS HERE		SUB-TOTAL ⑩ (-)	1499.95
NOTES:		SALES TAX ⑪ (+)	146.24
		TOTAL ⑫ (=)	1646.19
#1 ⑬ 110-03332 DESCRIPTION tr10		TRADE IN #1 ⑬ (-)	<2999.5>
#2 SKU DESCRIPTION		TRADE IN #2 (-)	
DOWN PAYMENT DEPOSIT: \$ 525.00		NET AMOUNT ⑮ (=)	1346.24
CASH <input checked="" type="checkbox"/> CHECK <input checked="" type="checkbox"/> DEBIT <input type="checkbox"/> 3RD PARTY <input type="checkbox"/> BANK CARD <input type="checkbox"/>		TOTAL DOWN PAYMENT ⑯ (-)	525.00
"YES! Please add me to your promotional mailing and tele-marketing lists. I agree to receive offers via mail, e-mail or telephone, including my mobile phone. I understand calls may be live or pre-recorded and a computer dialer may be used." For complete details or to opt-out, see a Daniel's associate.		(DMR) REGISTRY ⑰ (+)	335.99
CUSTOMER AGREEMENT		PRIOR BALANCE ⑱ (-)	16.75
		NEW BALANCE ⑲ (=)	2223.98

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- 1) Date
- 2) Customer's Daniel's account number
- 3) Store number
- 4) Customer name, address and phone number
- 5) Customer ID number (Driver's License, State ID)
- 6) Selling associate's employee number
- 7) Question customer to see if they are on our mailing list.
- 8) Payment method (Daniel's & down payment method)
- 9) Down payment amount actually received, before change delivered
- 10) SKU(s) of item(s) sold
- 11) Description of item(s) sold
- 12) Retail (ticket) price of item(s) sold
- 13) Quantity of SKU sold
- 14) Selling price of item(s) sold
- 15) Total dollar amount per SKU (selling price x quantity)
- 16) Subtotal of item(s)
- 17) Sales Tax
- 18) Total (subtotal + tax)
- 19) SKU, description, quantity and Trade-in value (no sales tax returned on Trade-Ins)
- 20) Total purchase minus trade-in value
- 21) Down payment amount received before faxing to Central Credit
- 22) Registry amount include return registry (if applicable)
- 23) Prior Daniel's account balance
- 24) New Daniel's account balance = net amount + prior balance + Registry

\* See Daniel's Merchandise Trade-In Policy (Return/Trade-In Exchange chapter, p. 3).



# CHARGE (BREAK-UP/SPLIT) SALES SLIP

Pictured below is a sample completed charge sale of a merchandise break-up/split sales slip for a customer with an existing balance on their Daniel's account (see line 29).

<b>Daniel's</b> MAKING DIAMOND DREAMS COME TRUE SINCE 1948		5214012	
DATE <u>05/11/15</u>		STORE NUMBER <u>TRN</u>	
DANIEL'S CHARGE ACCOUNT # <u>01234567</u>		APPROVAL CODE	
SOLD TO <u>John Jones</u>			
ADDRESS <u>2121 S. Main St. #E</u>			
CITY <u>Downey</u>	STATE <u>Ca</u>	ZIP <u>90204</u>	
TYPE ID # <u>UOL # A7773777</u>	CUSTOMER TELEPHONE <u>323, 929-2706</u>		
Identification Verification Required			
DRIVER'S LICENSE / ID CARD VERIFIED BY <u>5499 SJ</u>		HOME <input checked="" type="checkbox"/> CELLULAR <input type="checkbox"/> MESSAGE	
<input type="checkbox"/> CASH <input checked="" type="checkbox"/> CHARGE <input type="checkbox"/> LAYAWAY		AMOUNT \$ TENDERED	
		\$ <u>130.00</u> CASH	
		\$ CHECK	
ASSOCIATE #	ASSOCIATE #	ASSOCIATE #	

ITEM # / SKU	DESCRIPTION	TICKET PRICE	QUAN. SOLD	SELLING PRICE	NET AMOUNT
<u>11 109-10024</u>	<u>12 wed. set</u>	<u>13 999.95</u>	<u>14 1</u>	<u>15 499.95</u>	<u>16 499.95</u>
<u>17 109-10024</u>	<u>18 wed set</u>	<u>19 999.95</u>	<u>20 1</u>	<u>21 499.95</u>	<u>22 499.95</u>
<u>720-00000</u>	<u>registry</u>	<u>9749</u>	<u>1</u>		

<b>TAPE SKU TAGS HERE</b>		SUB-TOTAL <u>23</u>	<u>435.00</u>
NOTES:		SALES TAX <u>24</u>	<u>42.41</u>
		TOTAL <u>25</u>	<u>477.41</u>
#1 SKU	DESCRIPTION	TRADE IN #1	
#2 SKU	DESCRIPTION	TRADE IN #2	
DOWN PAYMENT DEPOSIT: <u>9 130.00</u>		NET AMOUNT <u>27</u>	<u>477.41</u>
CASH <input checked="" type="checkbox"/>	CHECK <input type="checkbox"/>	TOTAL DOWN PAYMENT <u>28</u>	<u>130.00</u>
DEBIT <input type="checkbox"/>		(DMR) <u>29</u>	<u>9749</u>
3RD PARTY <input type="checkbox"/>		REGISTRY <u>30</u>	<u>31.04</u>
BANK CARD <input type="checkbox"/>		PRIOR BALANCE <u>31</u>	<u>475.94</u>
		NEW BALANCE <u>31</u>	<u>475.94</u>

"YES! Please add me to your promotional mailing and tele-marketing lists. I agree to receive offers via mail, e-mail or telephone, including my mobile phone. I understand calls may be live or pre-recorded and a computer dialer may be used." For complete details or to opt-out, see a Daniel's associate.

CUSTOMER AGREEMENT

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Revised 10/14

- 1) Date
- 2) Customer's Daniel's account number
- 3) Store number
- 4) Customer name, address and phone number
- 5) Customer ID number (Driver's License, State ID)
- 6) Selling associate's employee # they verified Customer's ID
- 7) Type of phone
- 8) Payment method (Daniel's & down payment method)
- 9) Down payment amount actually received, before change delivered
- 10) Selling associates employee #
- 11) SKU(s) of item(s) sold
- 12) Description of item(s) sold
- 13) Retail (ticket) price of item(s) sold
- 14) Quantity of SKU sold
- 15) Selling price of item(s) sold
- 16) Total dollar amount per SKU (selling price x quantity)
- 17) Subtotal of item(s)
- 18) Sales Tax
- 19) Total (subtotal + tax)
- 20) SKU, description of quantity and Trade-in value (no sales tax returned on Trade-Ins)
- 21) Total purchase minus trade-in value
- 22) Down payment amount received before faxing to Central Credit
- 23) Registry amount include return registry (in applicable)
- 24) Prior Daniel's account balance
- 25) New Daniel's account balance = net amount + prior balance

\*For proper price for each item in a set see Merchandise Manual.