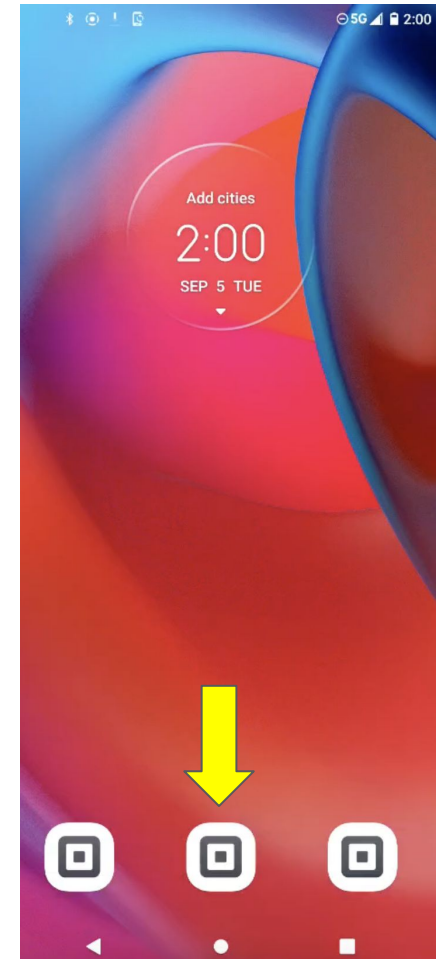


Making A Sale

2023 NC Folk Fest

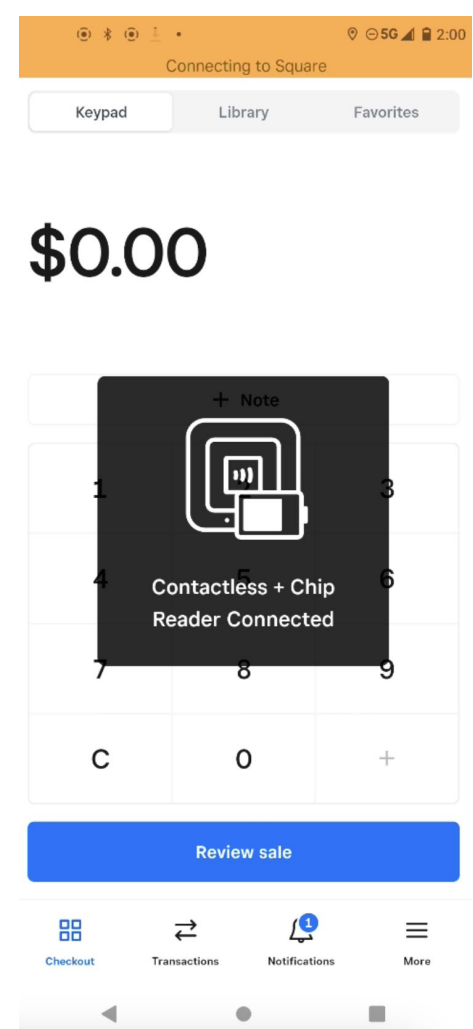
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7. Press "**Review Sale**." Check that the order is correct.
8. Press "Charge \$X.XX"
Note: The tax item will say "\$0.00." This is correct.
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10. Have the customer tap or insert their card.
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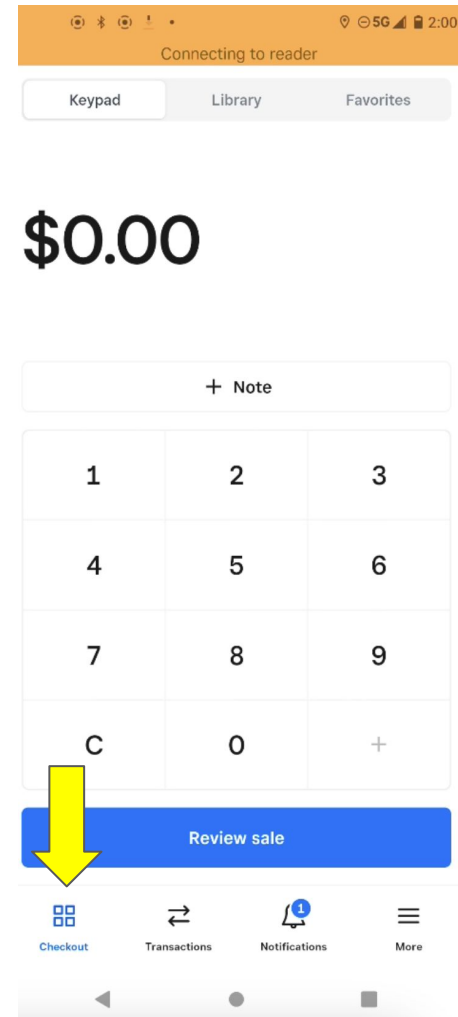
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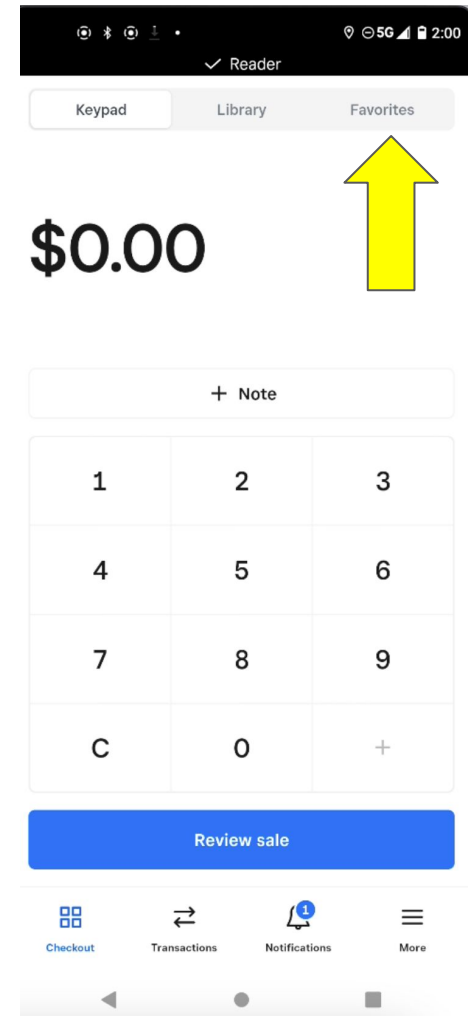
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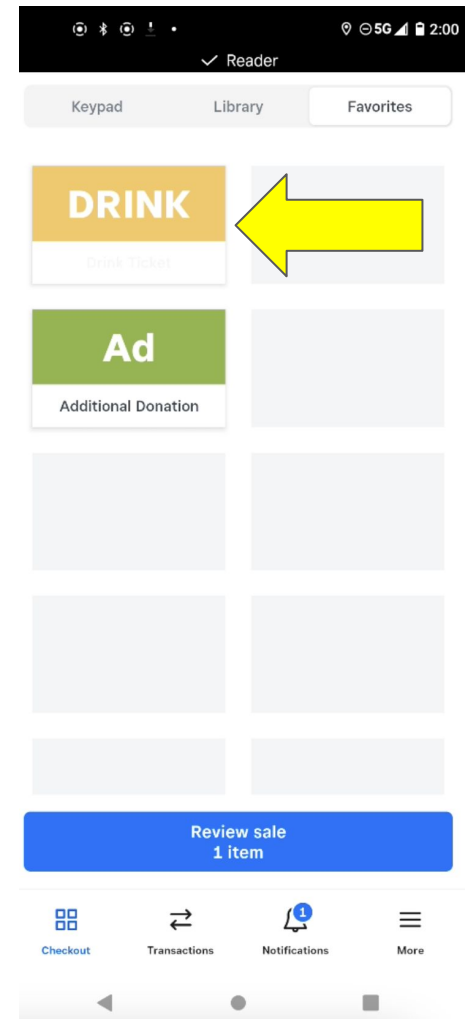
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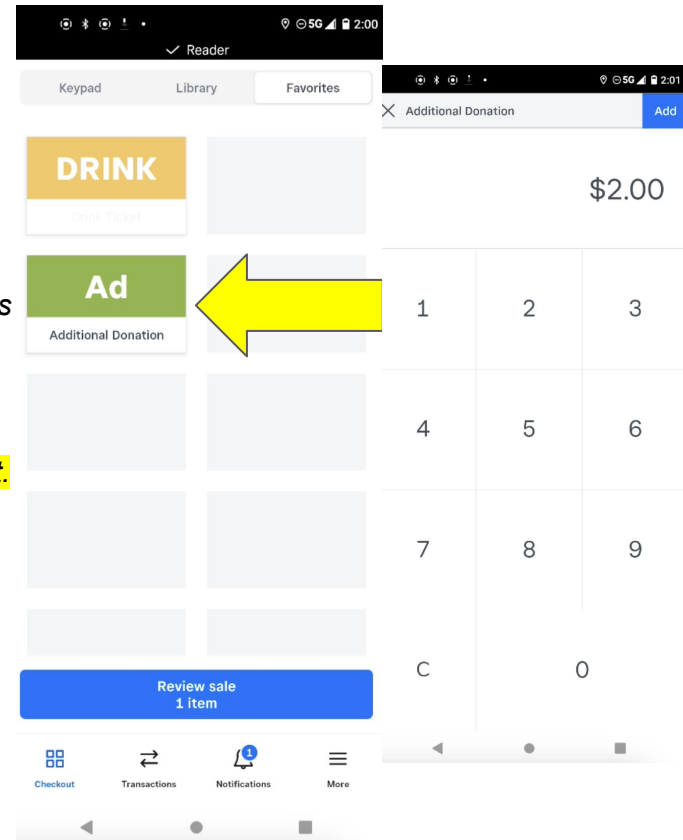
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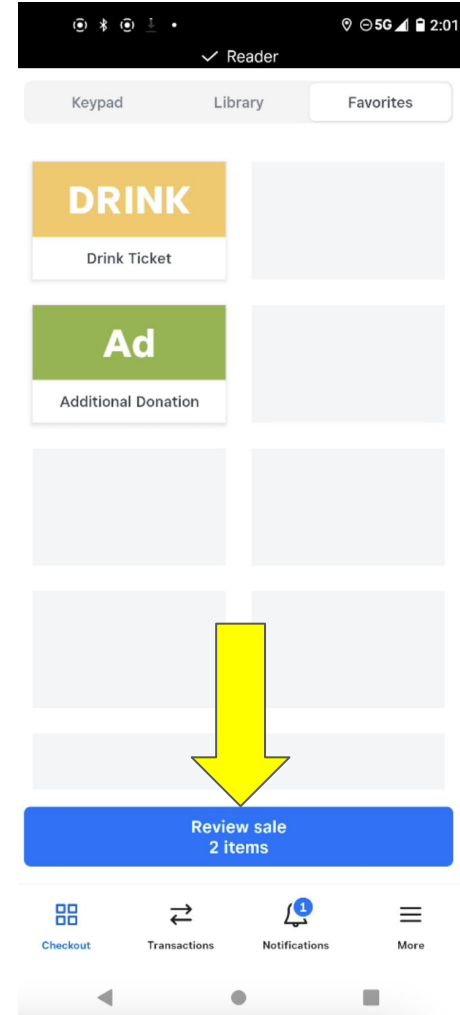
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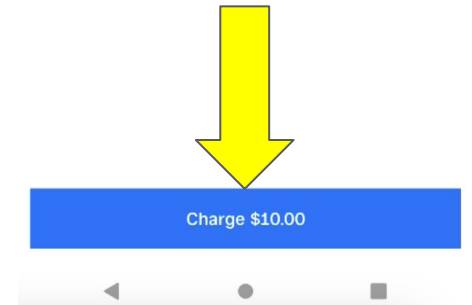
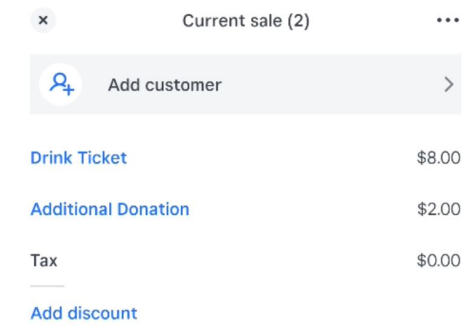
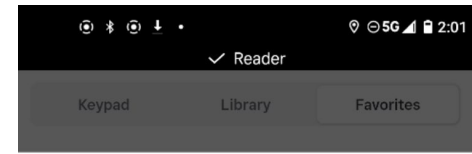
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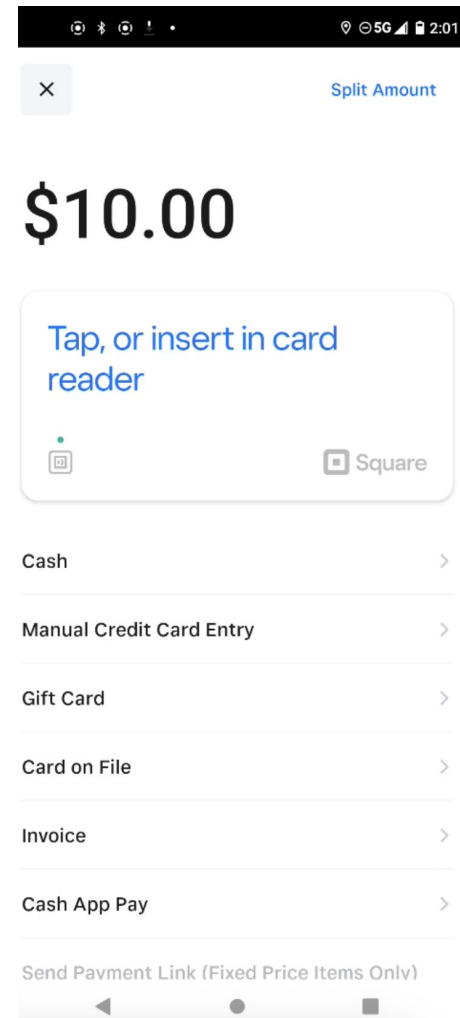
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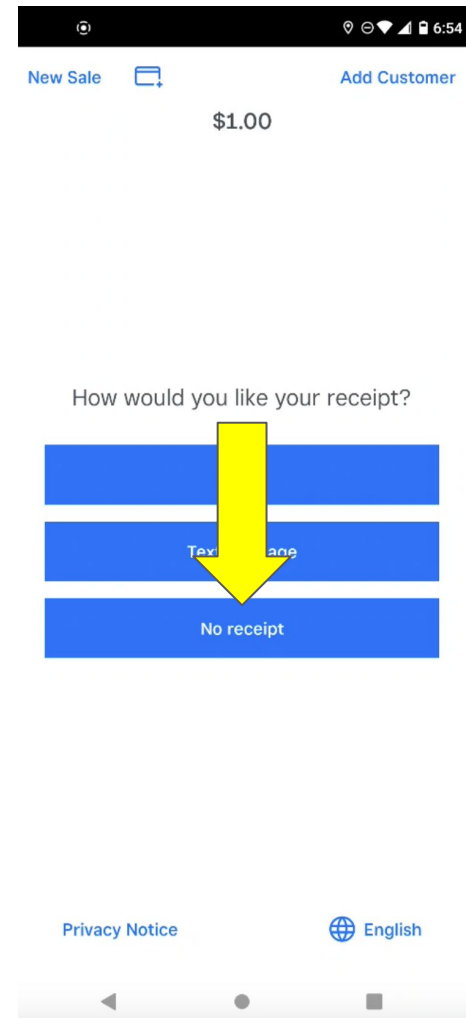
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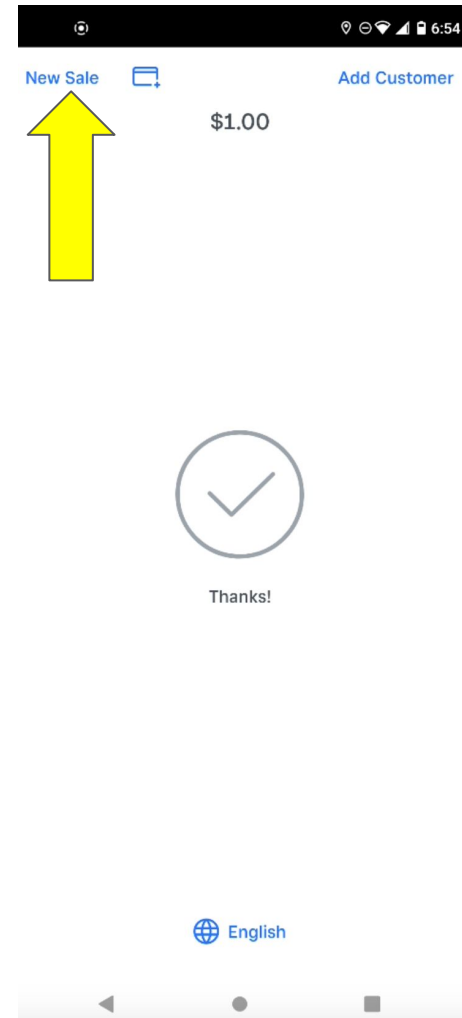
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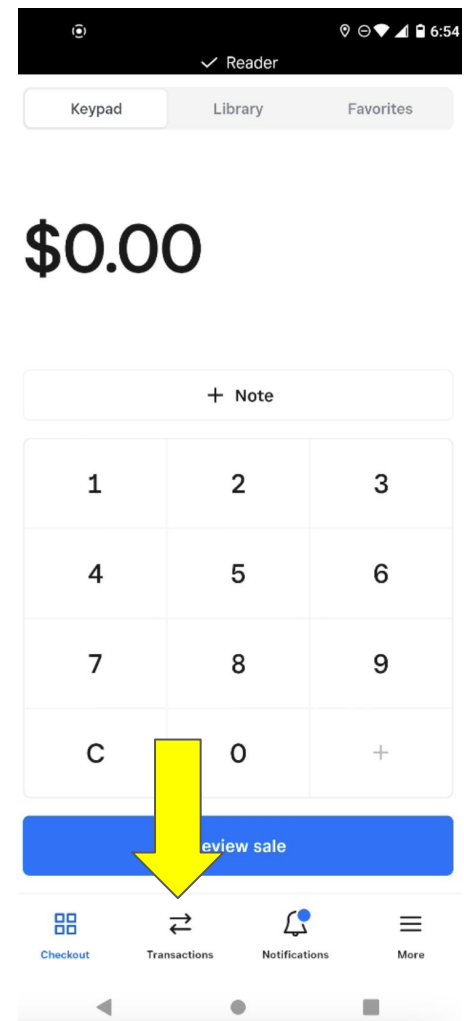


Refunding A Transaction

2023 NC Folk Fest

ISSUING A REFUND

1. Press **“Transactions”** in the bottom on the screen (next to **“Checkout”**).
2. Select the correct transaction.
3. Select **“Issue Refund.”**
4. Select the items to be refunded from the sale, or the entire sale.
5. Select the reason for the refund, and refund the transaction to the original purchase card.



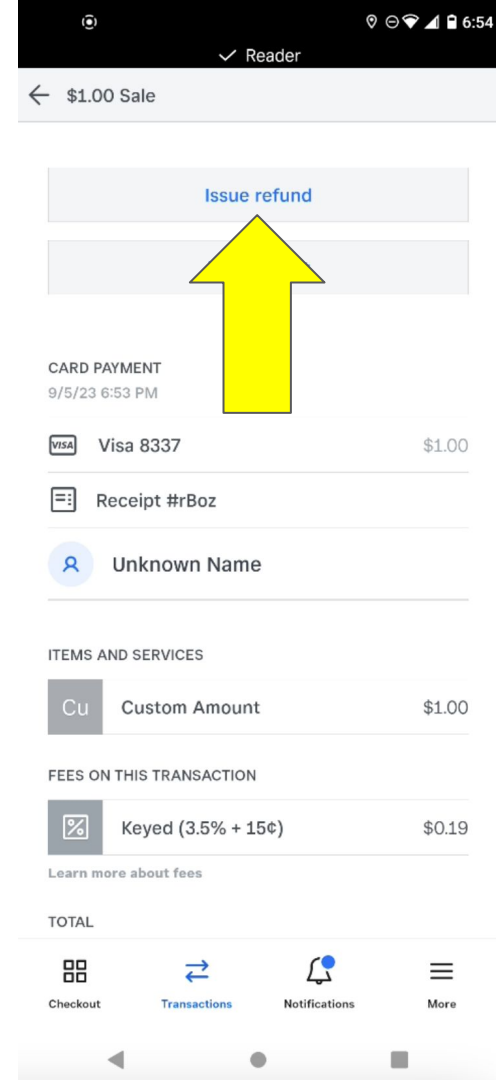
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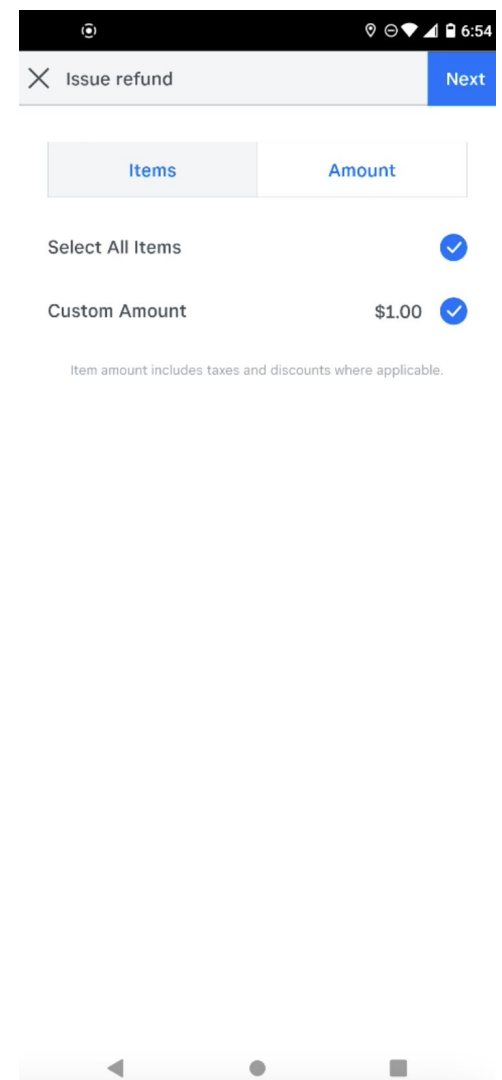
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← Refund \$1.00 **Refund**

REFUND TO

Visa 8337 \$1.00

Gift card

Please ensure your refunds process complies with applicable law. [Learn More](#)

REASON FOR REFUND

Returned Goods

Accidental Charge

Canceled Order

Fraudulent Charge

Other

By issuing this refund, I authorize Square to debit the refund amount from the bank account linked to my Square account. [Learn More](#)