

HEMLOCK STUDIO GALLERY



PROCESSING SALES

Revised October 2025

All sales should first be written in the paper sales book, being sure to write the item number and the artist's initials. Then, use the Square Point-of-Sale Square system to process receipts and credit cards.

- Write up the sales slip as indicated in the model taped to the top of the cash box. **But do not add the tax.**
- After you've added up the total for all of the items (being sure to include item numbers and artist's initials, etc.), go to the Square screen. Tap it, and it should come to life. (If it doesn't, there is a button on the edge of the bottom of the screen...just push it in to activate).
- If you haven't yet logged in for the day, do that first. The code is the same as for the lock box: **3565**.
- Then, touch **KEYPAD** in the upper left-hand corner.
- Enter the amount for the items on the sales slip. **Square will automatically add the sales tax!**
- Check to see that the amount of the sale is correct. (If you make an error, you can go to the upper right-hand corner of the screen and where the three dots are, clear the keypad and then re-enter the correct amount.)
- Then touch the blue button that says CHARGE. Then, another screen will come up. **If the customer is paying with cash, just touch the CASH amount on the top line.** You can then print a receipt for the customer. Otherwise, the customer will have the option of using a credit card, which they can tap or insert using the small module on top of the counter. This, in turn, will give them the opportunity to obtain a printed receipt or enter an e-mail address, etc. instead of a paper receipt.

Then, print a 2nd receipt to attach to the white copy of the sales slip, which would then go into the manila envelope after you've notified the artist of the sale. Please take care to give the customer a printed receipt from the Square register...and NOT the slip from the sales book.

- **The only way we know which artist to pay is to have the white slip from the sales book that clearly shows the artist's initials or name and their inventory number.**
- Done!