

**STEP 1**

**Buyers can read them on the gift's 'More Details' page**



## THE FINE PRINT

This gift voucher features a unique reference ID code, may only be redeemed once, may not be exchanged for cash, replaced if lost and is non-transferable or refundable. The gift voucher must be quoted at time of reservation and presented upon arrival when redeeming the experience. No photocopies of the original voucher will be accepted. Advance bookings are necessary and are subject to availability. Cancellation of a booking might render the voucher null and void. Terms and conditions are subject to change.

**STEP 2**

**Recipients will see them on their gift voucher**

**HOW DO I BOOK MY EXPERIENCE?**  
Please contact us to reserve your experience or with any queries you may have.

The Palmerston Hotel  
 [0344 371 0071](tel:03443710071)  
 [enquiries@skchase.com](mailto:enquiries@skchase.com)

**WHAT IS MY VOUCHER REFERENCE NUMBER?**

248303-3343127-4293103

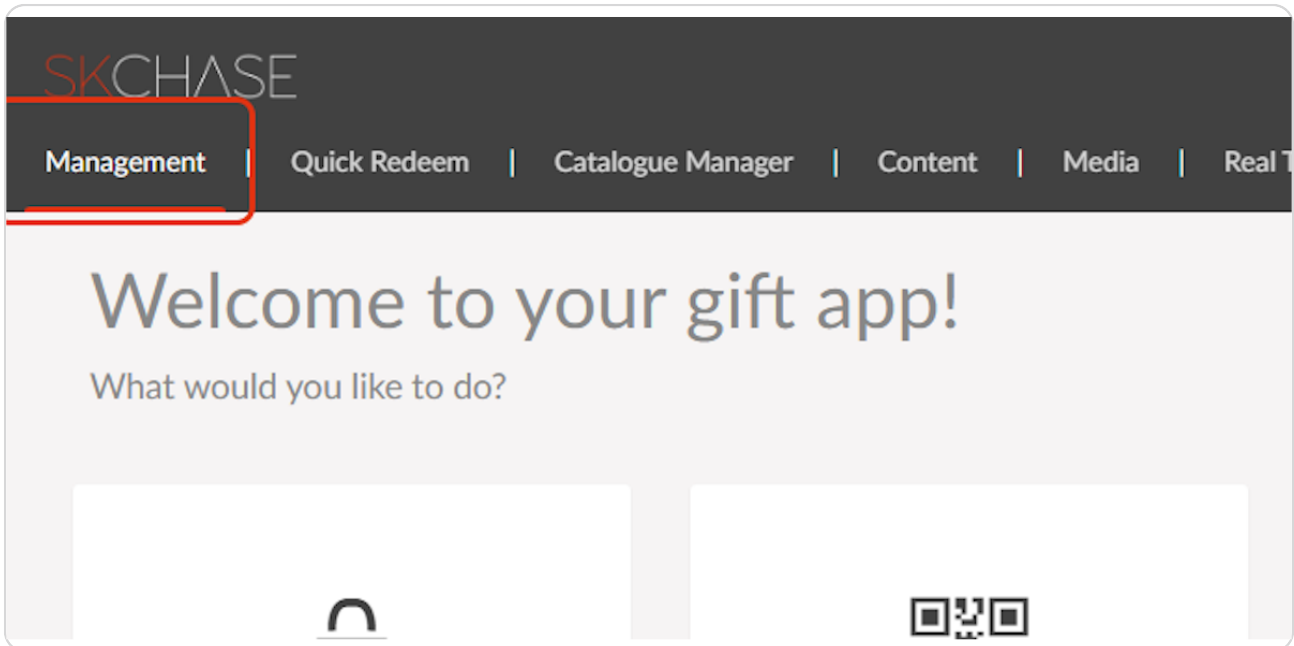
**HOW LONG IS MY VOUCHER VALID FOR?**  
Your voucher is valid from 20/01/2023 until 20/01/2024.

**CAN I HAVE A SNEAK PEEK AT THE VENUE?**  
Explore The Palmerston Hotel now by visiting our website.  
[ADD HOTEL WEBSITE](#)

**ANYTHING ELSE I SHOULD KNOW?**  
This gift voucher features a unique reference ID code, may only be redeemed once, may not be exchanged for cash, replaced if lost and is non-transferable or refundable. The gift voucher must be quoted at time of reservation and presented upon arrival when redeeming the experience. No photocopies of the original voucher will be accepted. Advance bookings are necessary and are subject to availability. Cancellation of a booking might render the voucher null and void. Terms and conditions are subject to change.

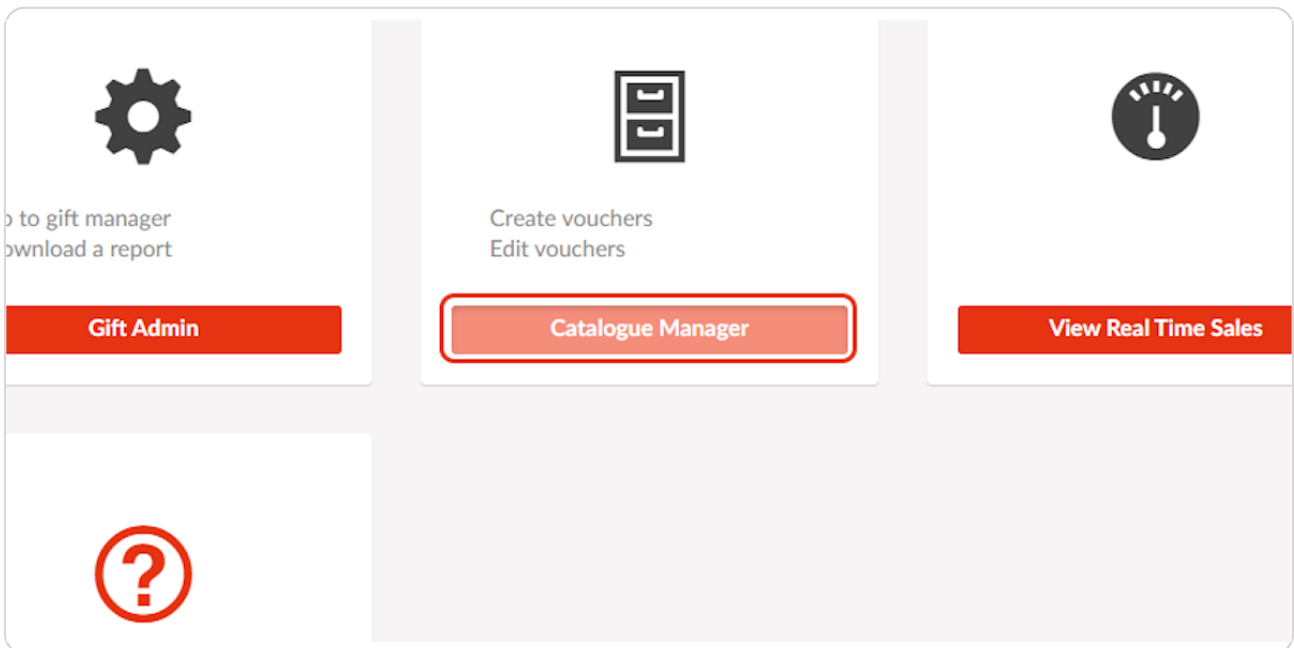
STEP 3

Click on Management



STEP 4

Click on Catalogue Manager



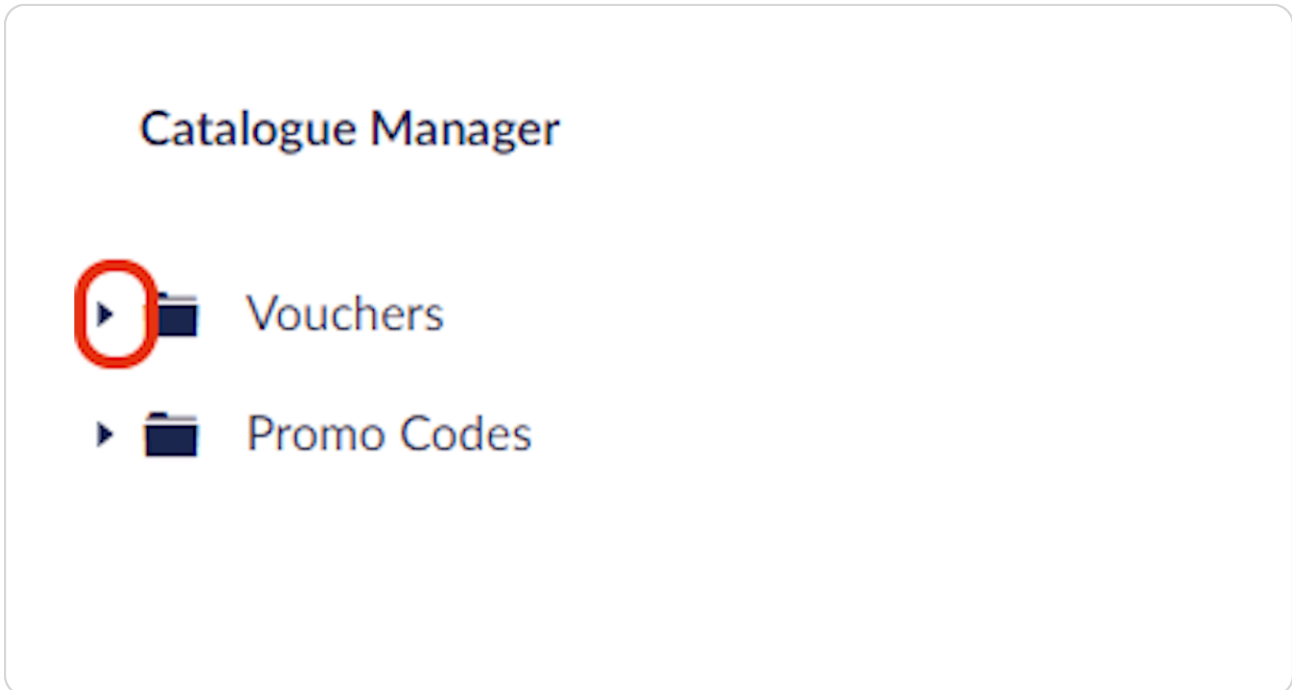
## STEP 5

**You can apply the same T&Cs to all vouchers.**

Please see the steps below:

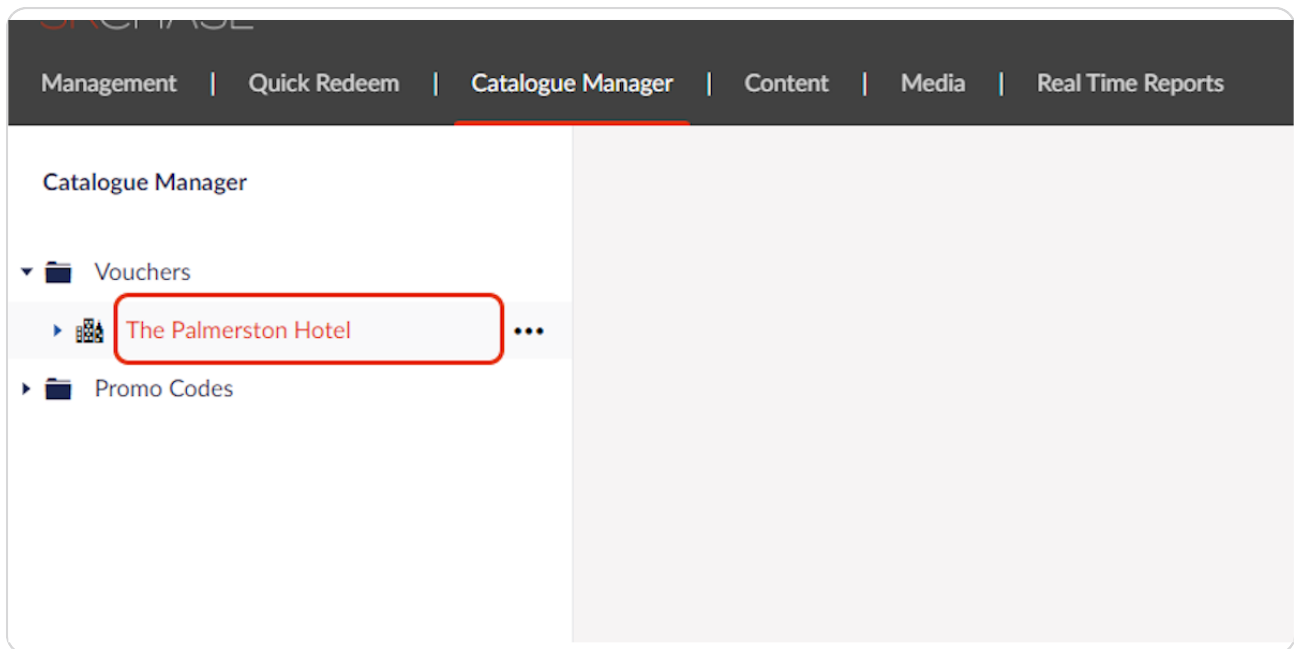
## STEP 6

**Click on VOUCHERS**



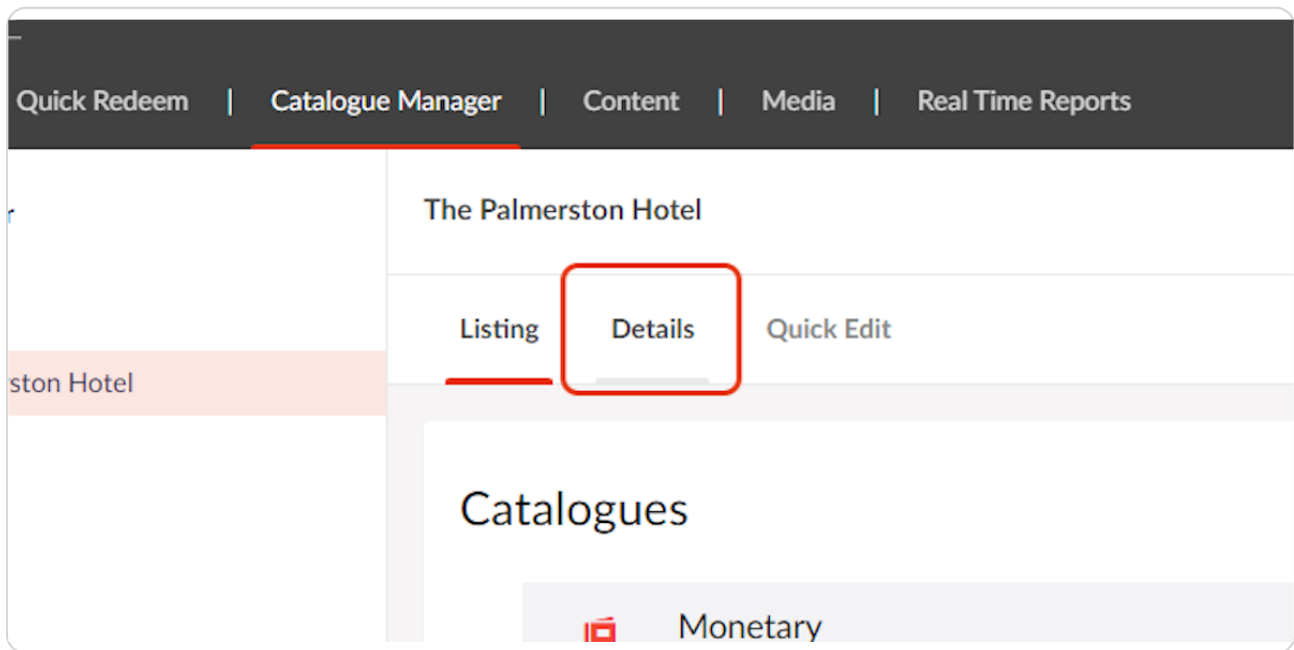
## STEP 7

### Click on the SELLER



## STEP 8

### Click on DETAILS



## STEP 9

### Add/amend the TERMS AND CONDITIONS

The screenshot shows the SKCHASE Catalogue Manager interface. The top navigation bar includes 'Management', 'Quick Redeem', 'Catalogue Manager', 'Content', 'Media', and 'Real Time Reports'. The left sidebar shows 'Catalogue Manager' with sub-items 'Vouchers', 'The Palmerston Hotel', and 'Promo Codes'. The main content area is titled 'The Palmerston Hotel' and has tabs for 'Listing', 'Details', and 'Quick Edit'. The 'Details' tab is active, showing the 'Terms and Conditions' section. The text in this section reads: 'This gift voucher features a unique reference ID code, may only be redeemed once, may not be exchanged for cash, replaced if lost and is non-transferable or refundable. The gift voucher must be quoted at time of reservation and presented upon arrival when redeeming the experience. No photocopies of the original voucher will be accepted. Advance bookings are necessary and are subject to availability. Cancellation of a booking might render the voucher null and void. Terms and conditions are subject to change.' Below this is a note: 'There is currently custom terms and conditions policy set.' At the bottom, there are fields for 'Reservation Policy' and 'Reservation Phone' (0344 371 0071).

## STEP 10

### Click on SAVE

The screenshot shows a large, empty text area with a vertical scrollbar on the right. At the bottom right of the text area, the word 'Saving...' is displayed next to a green 'Save' button. The 'Save' button is highlighted with a red rectangular box.

## STEP 11

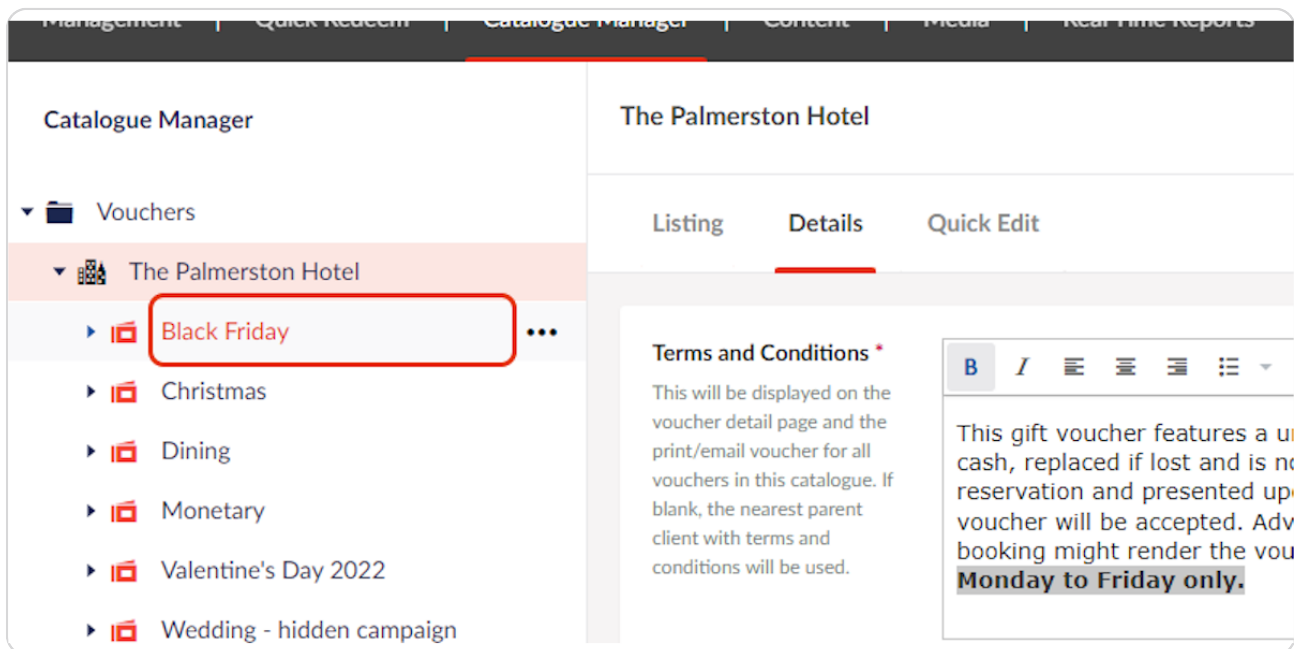
Or you can apply different T&Cs to specific catalogues. All the T&Cs of vouchers within that catalogue will be updated and override the general T&Cs.

Please follow the below steps:

## STEP 12

### Click on the relevant CATALOGUE

This is where all of your vouchers sit



The screenshot shows the 'Catalogue Manager' interface for 'The Palmerston Hotel'. The left sidebar contains a tree view under 'Vouchers' with 'The Palmerston Hotel' selected and highlighted in pink. Under 'The Palmerston Hotel', the 'Black Friday' voucher is highlighted with a red box. Other vouchers listed include Christmas, Dining, Monetary, Valentine's Day 2022, and Wedding - hidden campaign. The main content area shows the 'Details' tab for the 'Black Friday' voucher, displaying 'Terms and Conditions' with a text editor. The text in the editor reads: 'This will be displayed on the voucher detail page and the print/email voucher for all vouchers in this catalogue. If blank, the nearest parent client with terms and conditions will be used.' The text in the editor is partially obscured by a redaction box that says 'Monday to Friday only.'

## STEP 13

### Click DETAILS

The screenshot shows a navigation bar at the top with the following items: Quick Redeem | Catalogue Manager | Content | Media | Real Time Reports. Below this, the main content area is titled 'Black Friday'. There are three tabs: 'Vouchers', 'Details' (which is highlighted with a red box), and 'Buying Options'. Below the tabs, there are two form fields: 'Name \*' with the value 'Black Friday' and 'Venue \*' with the value 'Black Friday'. The 'Name \*' field has a sub-label: 'This is the name of the catalogue'.

## STEP 14

### Click on SET CUSTOM TERMS POLICY

The screenshot shows a section titled 'Terms and Conditions \*'. On the left, there is a small text block: 'This will be displayed on the voucher detail page and the print/email voucher for all vouchers in this catalogue. If blank, the nearest parent client with terms and conditions will be used.' In the center, there is a dashed-line box containing the text: 'This are no custom terms and conditions set here yet. We will use the terms and conditions from [The Palmerston Hotel](#).' Below this text is a button labeled 'Set Custom Terms Policy' which is highlighted with a red box.

## STEP 15

### Add/amend the TERMS AND CONDITIONS

Black Friday Actions

Vouchers **Details** Buying Options

**Name \***   
This is the name of the catalogue

**Venue \***   
The name of the venue(s) where this voucher can be redeemed at.

**Terms and Conditions \***  
This will be displayed on the voucher detail page and the print/email voucher for all vouchers in this catalogue. If blank, the nearest parent client with terms and conditions will be used.

There is currently custom terms and conditions policy set. You can clear this policy and default to a policy set on [The Palmerston Hotel](#). [Clear custom terms](#).

**Reservation Policy \***  
This is reservation policy information

This is no custom reservation policy set here yet. We will use the reservation policy from [The Palmerston Hotel](#).

[Set Custom Reservation Policy](#)

## STEP 16

### Click on SAVE

[Palmerston Hotel](#)

Saving... Save



SKCHASE