

Login to the system https://p4.skchase.com/giftapp

STEP 2

Click on MANAGEMENT





Click on PROCESS AN ORDER

	Check voucher validity Redeem vouchers	Go to gift mar Download a re
Process an Order	Quick Redeem	Gif
. 		(

STEP 4

Select the venue from the side menu





Choose the voucher you would like and click on ADD TO BASKET



STEP 6

Click on CHECKOUT

	<u>Have a promo code?</u>	•
	Total:	£50.00
t famila	CHECKOUT	



Select your chosen delivery method

DELIVERY			
View delivery information <u>HERE</u> . (add link to delivery page)			
How would you like to receive your items	0		
EMAIL		PRINT INTI	ERNALLY

STEP 8

Once selected enter the postal address or email address you would like the voucher sent to

DELIVERY View delivery information <u>HERE</u> (add link to delivery How would you like to receive your i EMAIL	page) tems?	- PRINT INTERNALLY	ORDER SUMMARY Have a promo code? Afternoon Tea for Two Total
Enter an email address (this is where your gifts w enquiries@skchase.com	vill be sent to) NTINUE TO PERSONALISATI	ON	CHANGE ORDER VAI
TERMS & CONDITIONS We use a trusted 3rd p Vouchers cancelled withi	COOKIE POLICY arty supplier, SK Chase, 7 n fourteen days of purci	PRIVACY NOTICE © 2023 The Palmerston Hotel to process our vouchers. SK Chai Secured by Comodo SSL lase will be fully refunded, out	VOUCHERS CHECK YOUR BA
	You a	re logged in and viewing private check	out.



Click on CONTINUE TO PERSONALISATION

DELIVERY		Order Summary
View delivery information $\underline{\tt HERE}$. (add link to delivery page)		Have a promo code?
How would you like to receive your items?		Afternoon Tea for Two
EMAIL	PRINT INTERNALLY	Subtotal
		Postage & Packaging (Email)
Enter an email address (this is where your gifts will be sent t))	Total
enquiries@skchase.com		CHANGE ORDER VA
CONTINUE TO	PERSONALISATION	
	You are logged in and viewing private checkout	

STEP 10

Add a gift message if you wish

	Denvery	i croonanoe	1 ayment	COIII
PERSONALISE				
Would you like to add a gift message?				
YES, I WANT TO ADD A GIFT MESSAGE		NO TH	ANKS	
(CHECKOUT NOW			



Add in your name in the billing details

We do not store credit card details.	
First Name	Last Name
Jennifer	Mullins
Email Address (Optional) This is where the receipt will be sent to	

STEP 12

Click on CHANGE ORDER VALUE

Have a promo code?			
Afternoon Tea for Two		£50.00	×
Subtotal		£50.00	
Postage & Packaging (Ema	uil)	£0.00	
Total		£50.00	
	CHANGE ORDER VALUE		
	PLACE ORDER)	



Make sure	the	total	is	"0"	and	click	APPL	_Y
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Order Summary	
Have a promo code?	
Afternoon Tea for Two	£50.00 ×
Subtotal	£50.00
Postage & Packaging (Email)	0.00
Total	0
CANCEL	APPLY
	PLACE ORDER

STEP 14

Click on COMPLIMENTARY

This is where the receipt will be sent to		-£50.00
	Total	00.03
Phone No (Optional)		CHANGE ORDER VALUE
SER • 07400 123456		
(i) Address not needed for offline payments		PLACE ORDER
CARD DETAILS		
This is a secure 128-bit SSL encrypted payment. Flease note that an extra international bank charge may apply. SK Chase Ltd will appear on your bank statement. OFFLINE CARD PAYMENT COMPLIMENTARY Complimentary reason		
TERMS & CONDITIONS COOKIE POLICY PR	IVACY NOTICE Palmerston Hotel	VOUCHERS CHECKYOUR BALANCE
We use a trusted and party supplier, SK Chase, to process Secure Vouchers cancelled within fourteen days of purchase wills b		
You are logged in	and viewing private che	

Add a reason for the complimentary voucher and the name of the person who authorised it

â This is a secure 128-bit SSL encrypted pay may apply. SK Chase Ltd will appear on your	yment. Please note that an extra inte • bank statement.	ernational bank charge fee	
OFFLINE	CARD PAYMENT	COMPLIMENTARY	
Complimentary reason			
Prize voucher authorised by Jennifer	Mullins		
Prize voucher authorised by Jennifer	Mullins		
Prize voucher authorised by Jennifer	Mullins COOKIE POLICY	PRIVACY NOTICE	VOUCHER
Prize voucher authorised by Jennifer	Mullins COOKIE POLICY	PRIVACY NOTICE © 2023 The Palmerston Hot	VOUCHER
Prize voucher authorised by Jennifer TERMS & CONDITIONS We use a trust	Mullins COOKIE POLICY ted 3rd party supplier, SK C	PRIVACY NOTICE © 2023 The Palmerston Hot Chase, to process our vouchers. SK	VOUCHER fel CChase will appear of

STEP 16

Click on PLACE ORDER

Order Summary		
Have a promo code?		
Afternoon Tea for Two	£50.00	×
Subtotal	£50.00	
Postage & Packaging (Email)	0.00	
	-£50.00	
Total	£0.00	
CHANGE ORDEI	R VALUE	
PLACE OR	DER	



The voucher will be delivered by your chosen delivery method e.g. email

STEP 18

If you require a bespoke complimentary voucher please see our training guide "How to Create a Voucher".



SKCH/SE