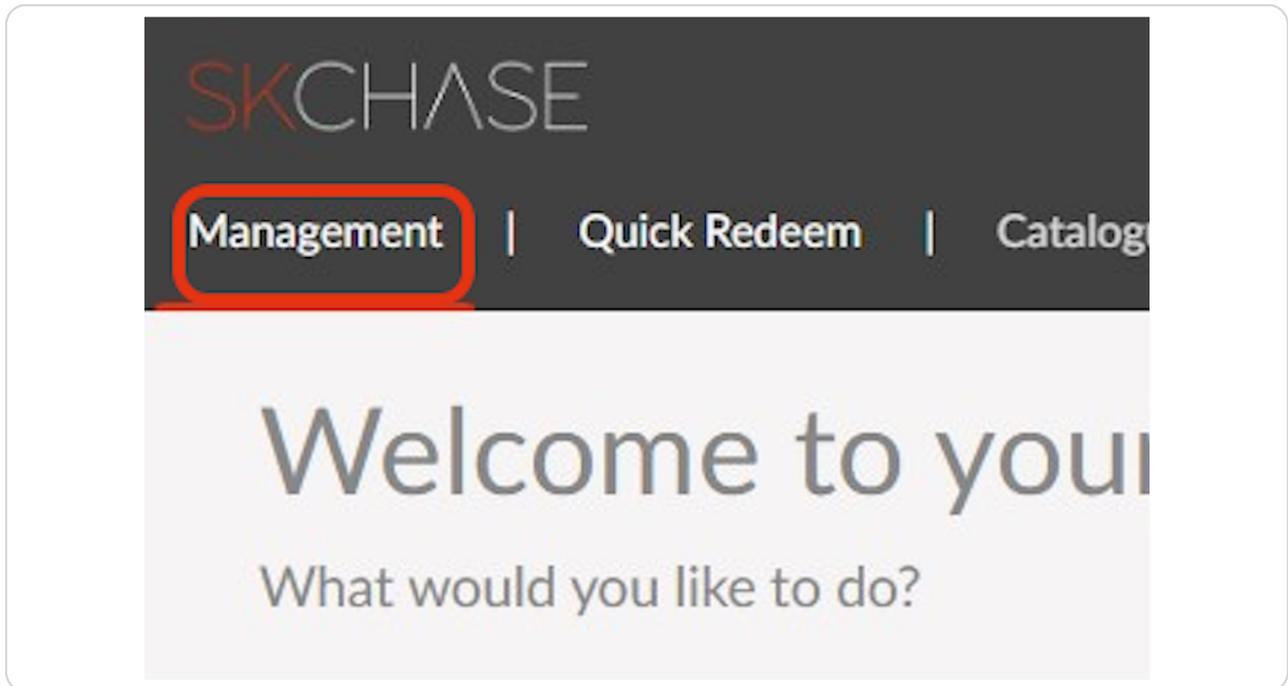


STEP 1

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

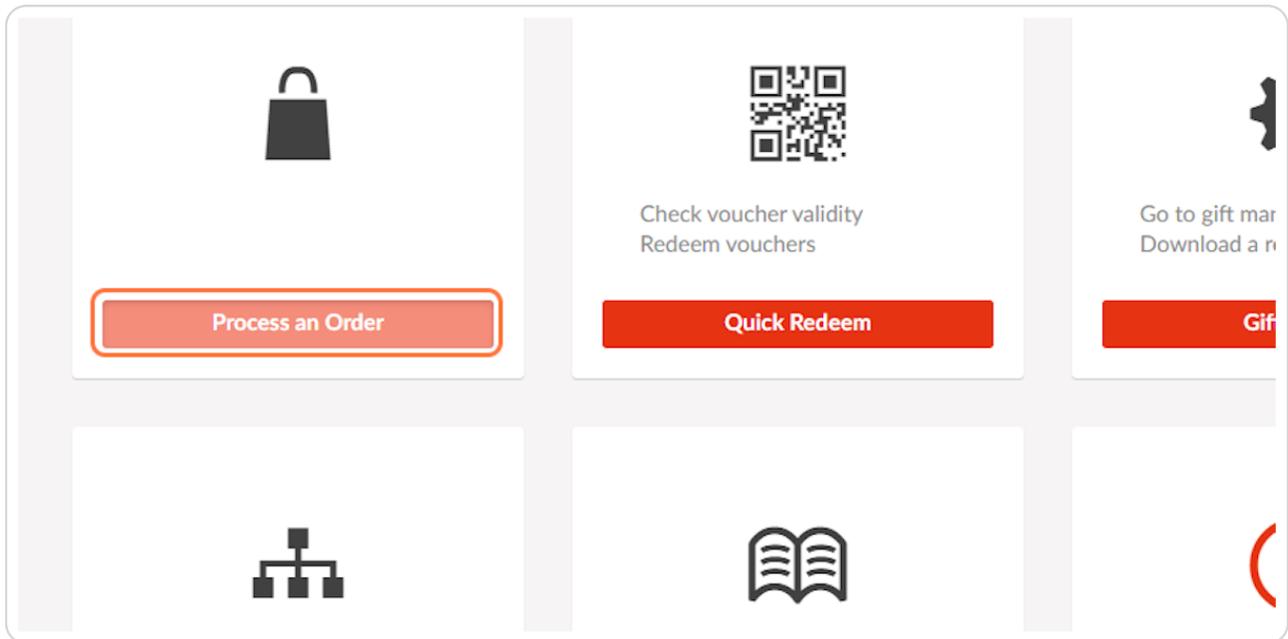
STEP 2

Click on MANAGEMENT



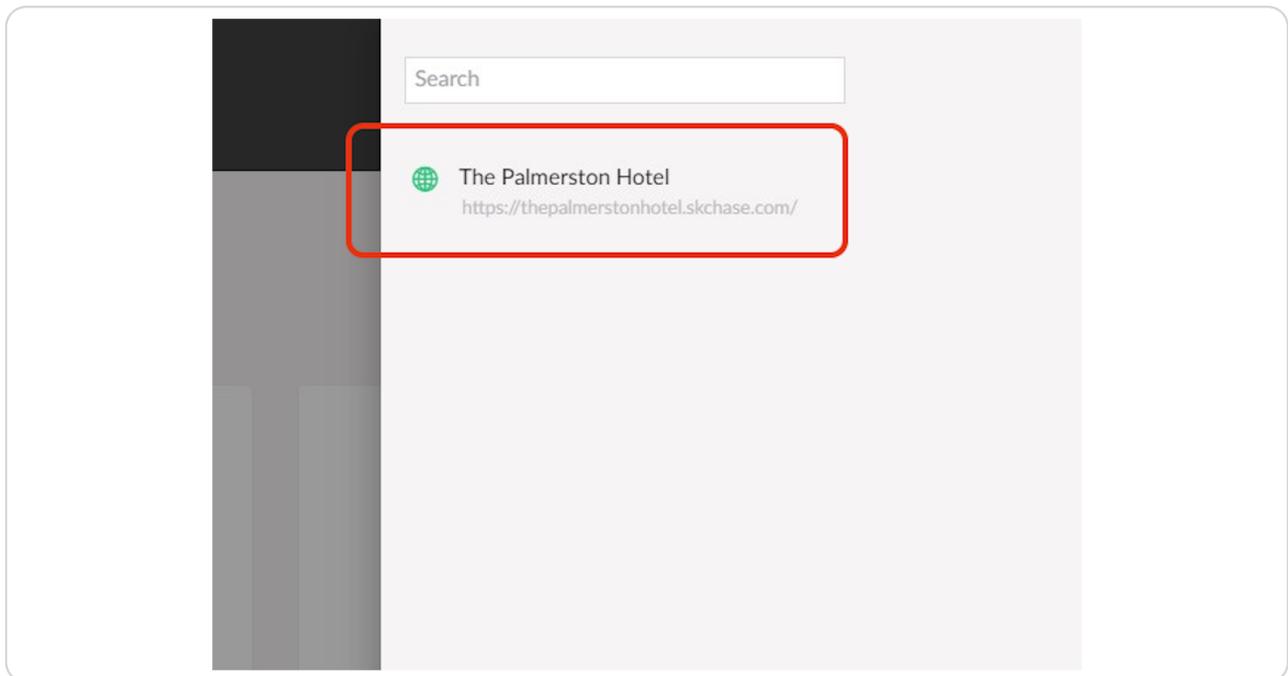
STEP 3

Click on PROCESS AN ORDER



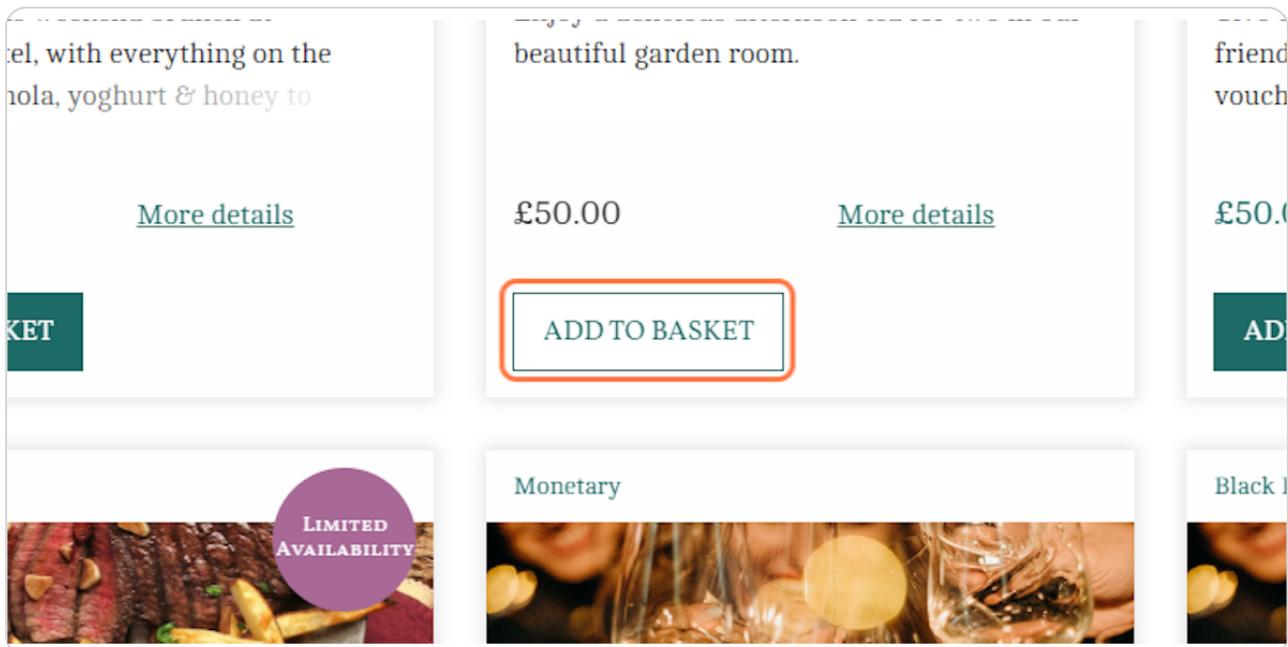
STEP 4

Select the venue from the side menu



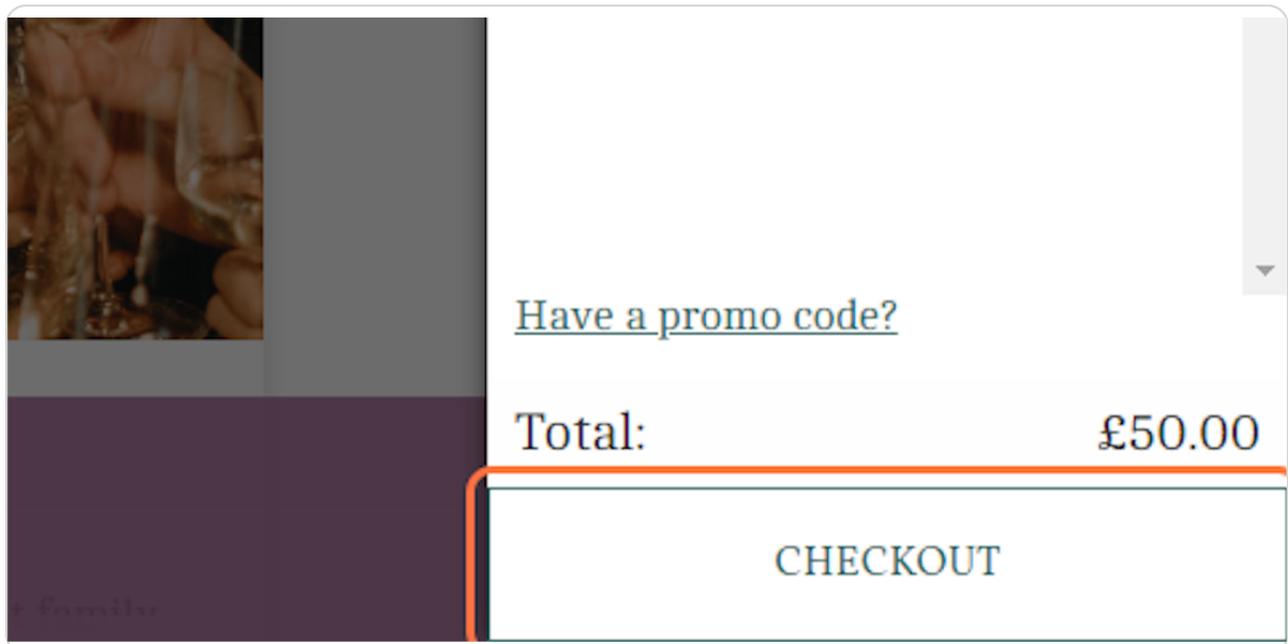
STEP 5

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



STEP 6

Click on CHECKOUT



STEP 7

Select your chosen delivery method

Delivery Personalise Payment Confir

DELIVERY

View delivery information [HERE](#) (add link to delivery page)

How would you like to receive your items?

EMAIL PRINT INTERNALLY

Enter an email address (this is where your gifts will be sent to)

STEP 8

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

DELIVERY

View delivery information [HERE](#) (add link to delivery page)

How would you like to receive your items?

EMAIL PRINT INTERNALLY

Enter an email address (this is where your gifts will be sent to)

CONTINUE TO PERSONALISATION

ORDER SUMMARY

Have a promo code?

Afternoon Tea for Two

Total

CHANGE ORDER VALUE

TERMS & CONDITIONS COOKIE POLICY PRIVACY NOTICE VOUCHERS CHECK YOUR BALANCE

© 2023 THE PALMERSTON HOTEL

WE USE A TRUSTED 3RD PARTY SUPPLIER, SK CHASE, TO PROCESS OUR VOUCHERS. SK CHASE WILL APPEAR ON YOUR CREDIT CARD STATEMENT. SECURED BY COMODO SSL

VOUCHERS CANCELLED WITHIN FOURTEEN DAYS OF PURCHASE WILL BE FULLY REFUNDED, OUTSIDE FOURTEEN DAYS OF PURCHASE VOUCHERS ARE NON-REFUNDABLE.

You are logged in and viewing private checkout.

STEP 9

Click on CONTINUE TO PERSONALISATION

DELIVERY

View delivery information [HERE](#). (add link to delivery page)

How would you like to receive your items?

[EMAIL](#) [PRINT INTERNALLY](#)

Enter an email address (this is where your gifts will be sent to)

[CONTINUE TO PERSONALISATION](#)

ORDER SUMMARY

Have a promo code?

Afternoon Tea for Two

Subtotal

Postage & Packaging (Email)

Total

[CHANGE ORDER VALUE](#)

[TERMS & CONDITIONS](#) [COOKIE POLICY](#) [PRIVACY NOTICE](#) [VOUCHERS](#) [CHECK YOUR BALANCE](#)

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VOUCHERS CANCELLED WITHIN FOURTEEN DAYS OF PURCHASE WILL BE FULLY REFUNDED, OUTSIDE FOURTEEN DAYS OF PURCHASE VOUCHERS ARE NOT REFUNDABLE.

You are logged in and viewing private checkout.

STEP 10

Add a gift message if you wish

PERSONALISE

Would you like to add a gift message?

[YES, I WANT TO ADD A GIFT MESSAGE](#) [NO THANKS](#)

[CHECKOUT NOW](#)

STEP 13

Make sure the total is "0" and click APPLY

ORDER SUMMARY

Have a promo code?

Afternoon Tea for Two £50.00 ×

Subtotal £50.00

Postage & Packaging (Email) £0.00

Total

[CANCEL](#) [APPLY](#)

[PLACE ORDER](#)

STEP 14

Click on **COMPLIMENTARY**

This is where the receipt will be sent to

Phone No (Optional)

Address not needed for offline payments

CARD DETAILS

ⓘ This is a secure 128-bit SSL encrypted payment. Please note that an extra international bank charge fee may apply. SK Chase Ltd will appear on your bank statement.

[OFFLINE](#) [CARD PAYMENT](#) [COMPLIMENTARY](#)

Complimentary reason

Total -£50.00
£0.00

[CHANGE ORDER VALUE](#)
[PLACE ORDER](#)

[TERMS & CONDITIONS](#) [COOKIE POLICY](#) [PRIVACY NOTICE](#) [VOUCHERS](#) [CHECK YOUR BALANCE](#)

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WE USE A TRUSTED 3RD PARTY SUPPLIER, SK CHASE, TO PROCESS OUR VOUCHERS. SK CHASE WILL APPEAR ON YOUR CREDIT CARD STATEMENT.
SECURED BY COMODO SSL

VOUCHERS CANCELLED WITHIN FOURTEEN DAYS OF PURCHASE WILL BE FULLY REFUNDED, OUTSIDE FOURTEEN DAYS OF PURCHASE VOUCHERS ARE NON-REFUNDABLE.

You are logged in and viewing private checkout.

STEP 15

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

CARD DETAILS

 This is a secure 128-bit SSL encrypted payment. Please note that an extra international bank charge fee may apply. SK Chase Ltd will appear on your bank statement.

OFFLINE CARD PAYMENT COMPLIMENTARY

Complimentary reason

[TERMS & CONDITIONS](#) [COOKIE POLICY](#) [PRIVACY NOTICE](#) [VOUCHERS](#)

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WE USE A TRUSTED 3RD PARTY SUPPLIER, SKCHASE, TO PROCESS OUR VOUCHERS. SKCHASE WILL APPEAR ON YOUR BANK STATEMENT. ALL TRANSACTIONS ARE SECURED BY COMODO SSL.

VOUCHERS CANCELLED WITHIN FOURTEEN DAYS OF PURCHASE WILL BE FULLY REFUNDED, OUTSIDE FOURTEEN DAYS WILL BE REFUNDABLE.

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 ORDER VALUE](#)

[PLACE ORDER](#)

STEP 17

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".

SKCHASE