

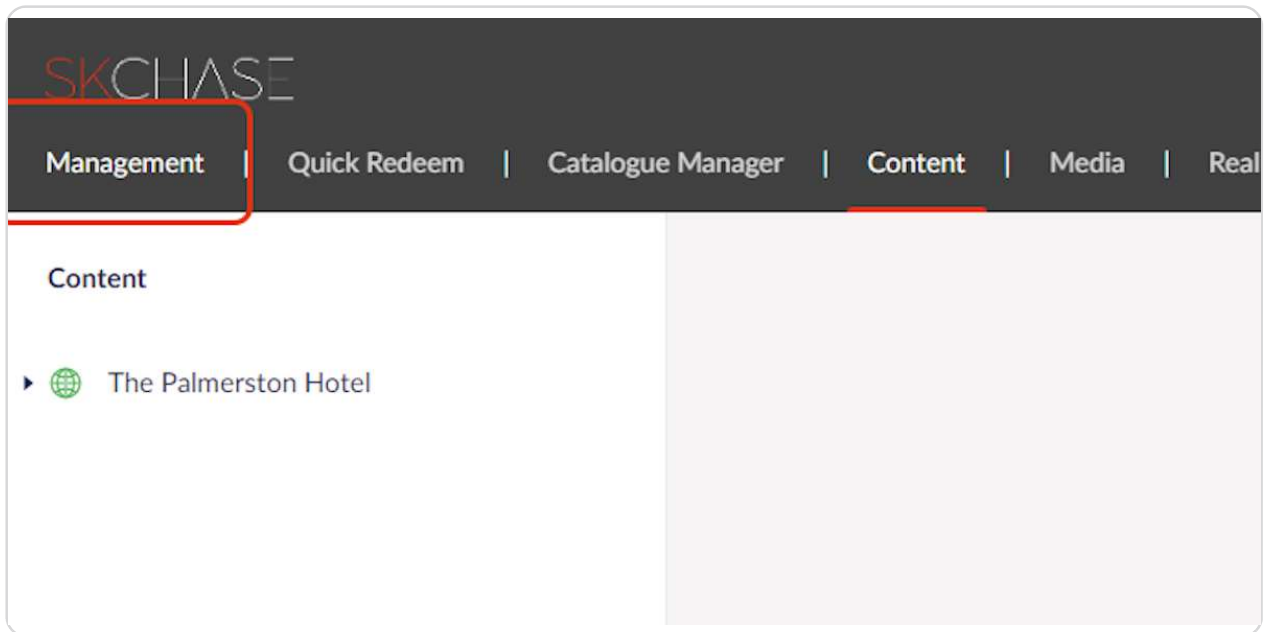
STEP 1

Login to the system

<https://p4.skchase.com/giftapp>

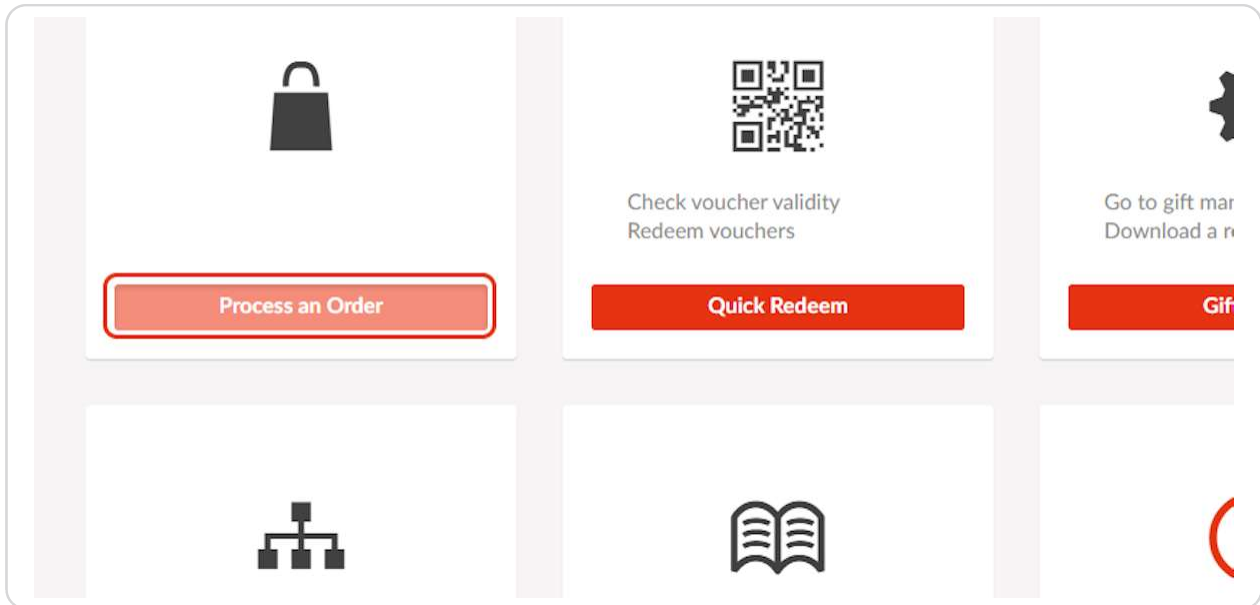
STEP 2

Click on Management



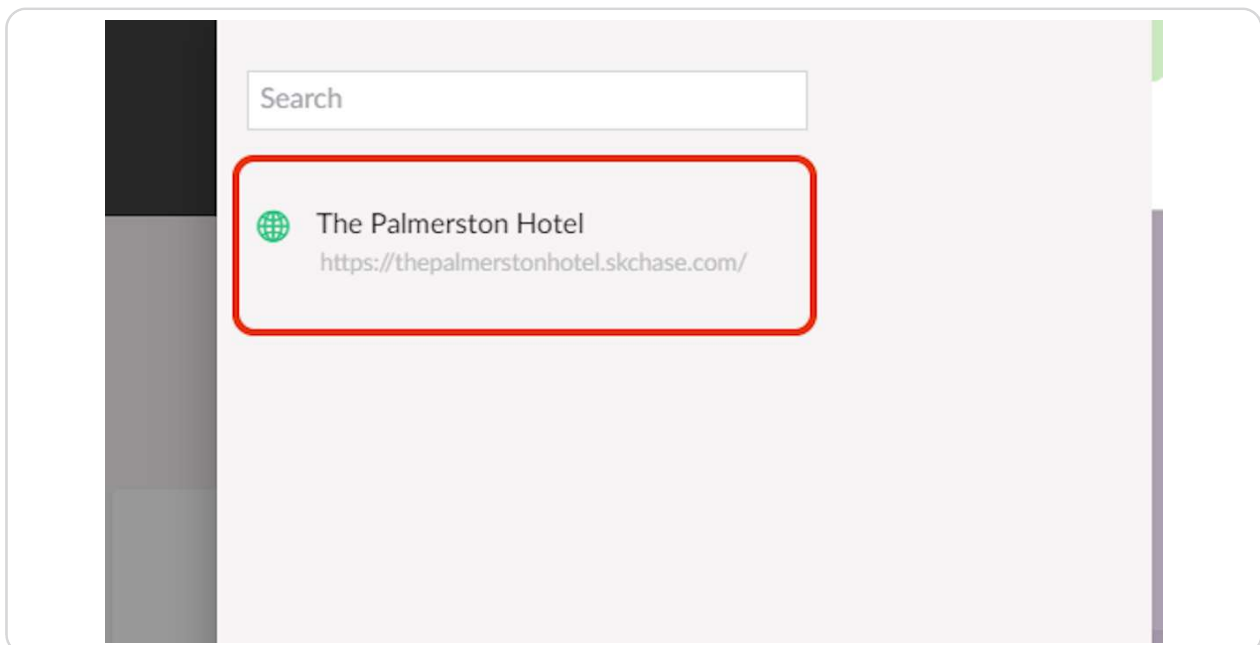
STEP 3

Click on Process an Order



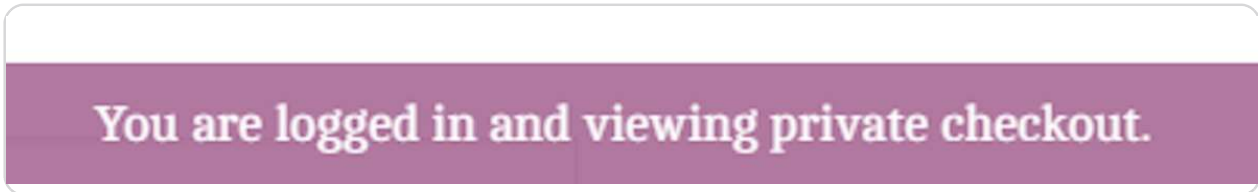
STEP 4

Choose the venue you would like to make the purchase for (you may have multiple options if you are part of a group)



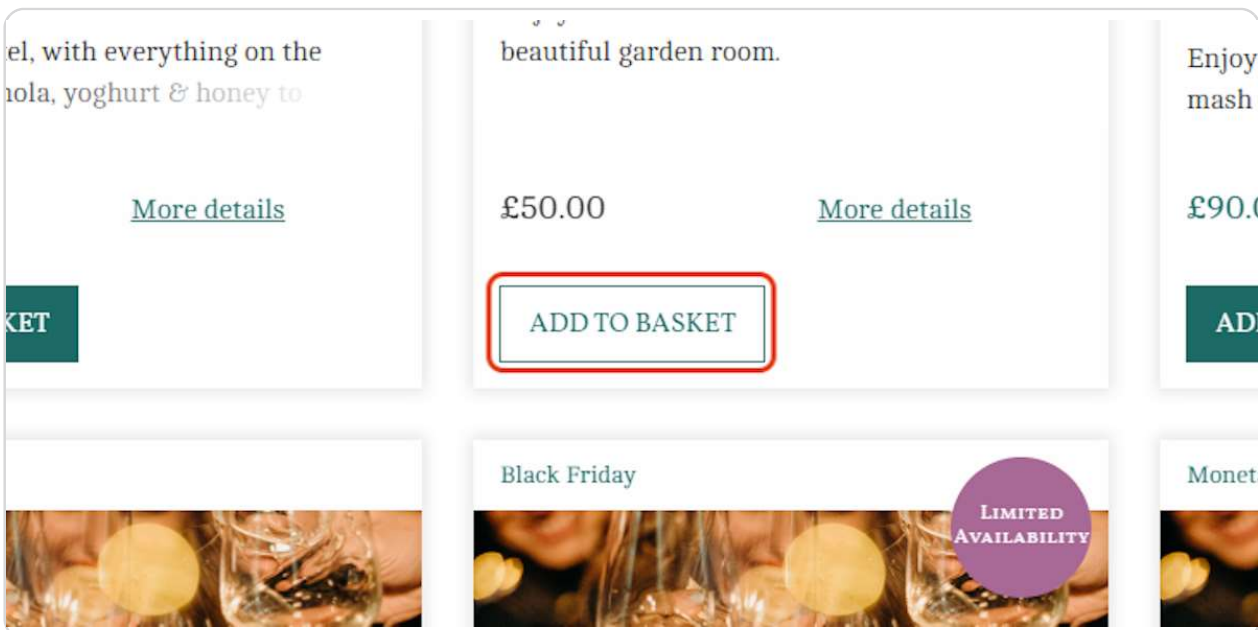
STEP 5

A pop up will confirm that you are logged into the system



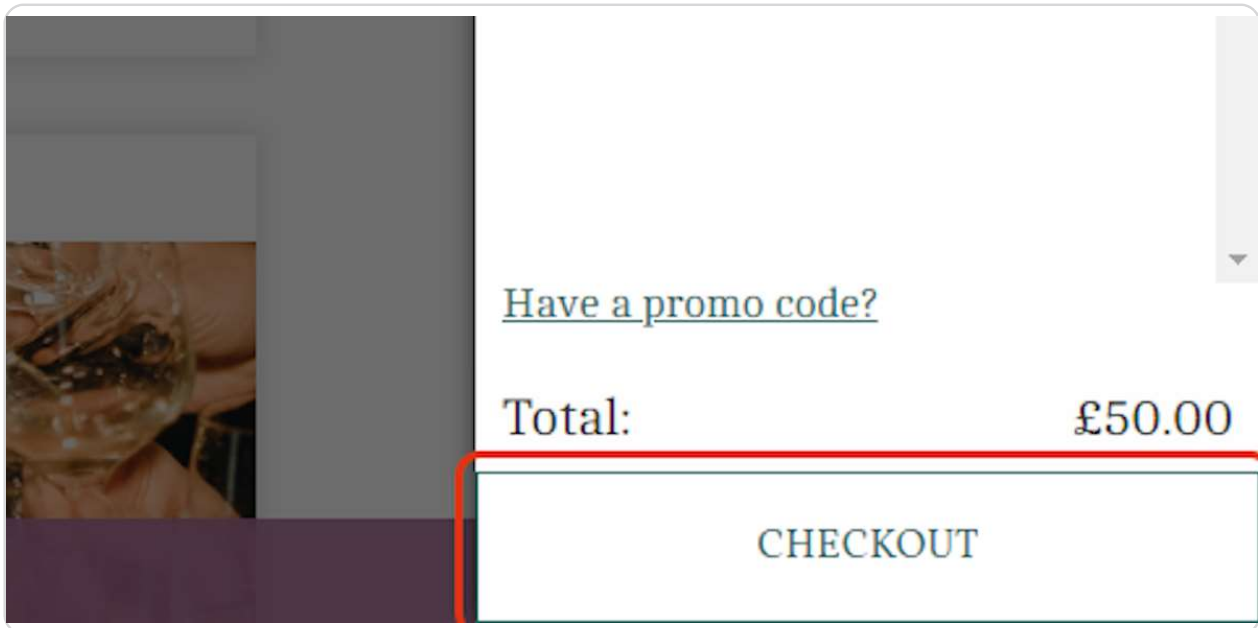
STEP 6

Choose the desired voucher and click on ADD TO BASKET



STEP 7

Click on CHECKOUT



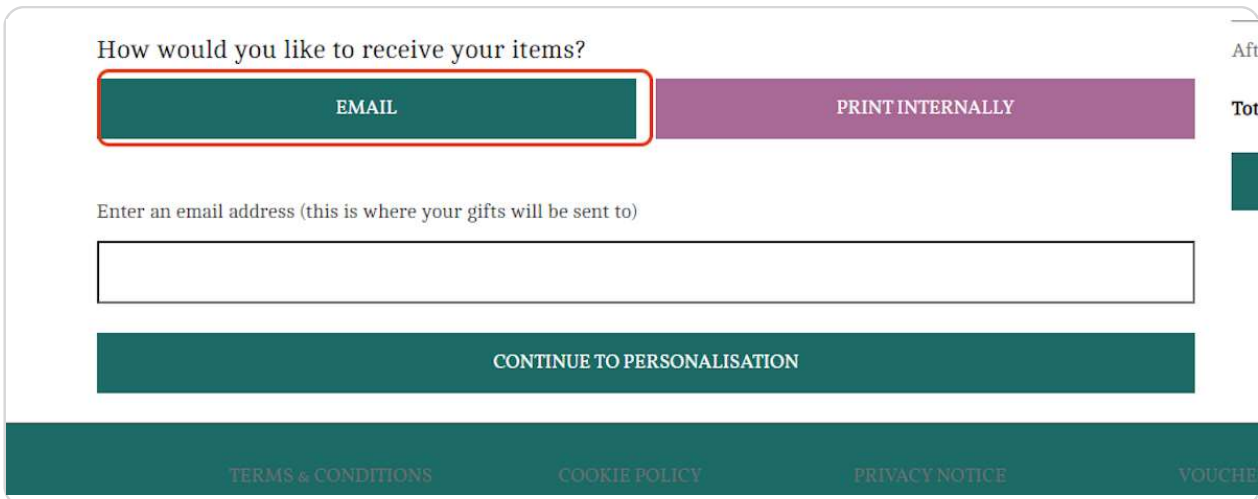
Have a [promo code?](#)

Total: £50.00

CHECKOUT

STEP 8

Choose the desired delivery method



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

TERMS & CONDITIONS COOKIE POLICY PRIVACY NOTICE VOUCHER

STEP 9

Enter the recipients email address or postal address

This is where the gift voucher will be delivered 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](#)

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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 NOT REFUNDABLE.

You are logged in and viewing private checkout.

STEP 10

Click on CONTINUE TO PERSONALISATION

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

[CONTINUE TO PERSONALISATION](#)

STEP 11

Click on YES, I WANT TO ADD A GIFT MESSAGE or 'NO THANKS' if the customer doesn't want to add a message to the voucher

Delivery Personalise Pay

PERSONALISE

Would you like to add a gift message?

YES, I WANT TO ADD A GIFT MESSAGE NO THANKS

AFTERNOON TEA FOR TWO

£50.00

Add a greeting (e.g. Dear Kaye)

Enter your gift message

STEP 12

Add the greeting (e.g Dear Polly)

ift message?

NO ADD A GIFT MESSAGE NO THANKS

TEA FOR TWO

Add a greeting (e.g. Dear Kaye)

Dear Polly

Enter your gift message

Afternoon Tea for Two

Subtotal

Postage & Packaging (Email)

Total

CHANGE OR

STEP 13

Enter the gift message (e.g Happy Birthday! x)

TEA FOR TWO

Add a greeting (e.g. Dear Kaye)

Dear Polly

Enter your gift message

Happy Birthday! x

Postage & Packaging (Email)

Total

CHANGE OR

CHECKOUT NOW You are logged in and viewing private checkout.

STEP 14

Click on CHECKOUT NOW

AFTERNOON TEA FOR TWO

£50.00

Add a greeting (e.g. Dear Kaye)

Dear Polly,

Enter your gift message

Happy Birthday! x

CHECKOUT NOW

STEP 15

Add the buyer details

PAYMENT		ORDER SUMMARY
We do not store credit card details.		Have a promo code?
Name	Last Name	Afternoon Tea for Two
	<input type="text" value="Bloggs"/>	Greeting: Dear Polly
		Message: Happy Birthday! x
Address (Optional)		Subtotal
Where the receipt will be sent to		Postage & Packaging (Email)
		Total
Phone No (Optional)		

STEP 16

Enter an email address for the receipt of purchase to be sent to

PAYMENT		ORDER SUMMARY
We do not store credit card details.		Have a promo code?
First Name	Last Name	Afternoon Tea for Two
<input type="text" value="Joe"/>	<input type="text" value="Bloggs"/>	Greeting: Dear Polly
		Message: Happy Birthday! x
Email Address (Optional)		Subtotal
This is where the receipt will be sent to		Postage & Packaging (Email)
<input type="text" value="enquiries@skchase.com"/>		Total
Phone No (Optional)		
<input type="text" value="07400 123456"/>		
<i>i</i> Address not needed for offline payments		
Address 1		
<input type="text"/>		

STEP 17

Enter the buyers phone number

We do not store credit card details.

Have a promo code?

First Name: Joe Last Name: Bloggs

Email Address (Optional): enquiries@skchase.com
This is where the receipt will be sent to

Phone No (Optional):

i Address not needed for offline payments

Address 1:

Address 2 (Optional):


Afternoon Tea for Two
Greeting: Dear Polly
Message: Happy Birthday! x

Subtotal

Postage & Packaging (Email)

Total

CHA

 17

You are logged in and viewing private checkout.

STEP 18

Add the buyers address that is linked to the card being used to make payment

i Address not needed for offline payments

Address 1: SK Chase

Address 2 (Optional):

City:


Postcode:

Country:

STEP 19

Choose CARD PAYMENT

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

STEP 20

Add the buyers card details (enter them directly into the text boxes, do not write them down or store the card details)

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

Cardholder Name

Card Number

Expiry Date (MMYY)

CVV

STEP 21

Click on **PLACE ORDER**

ORDER SUMMARY

Have a promo code?

Afternoon Tea for Two	£50.00	×
Subtotal	£50.00	
Postage & Packaging (Email)	£0.00	
Total	£50.00	

[CHANGE ORDER VALUE](#)

[PLACE ORDER](#)

STEP 22

The buyer will receive their receipt of purchase to the email address provided but you can also provide the order number to the customer in case there are any issues.