

# Instructions for Processing Shop Melrose Gift Certificates

1. If a customer presents a gift certificate to pay for a product or service, you should treat it like cash and apply the full amount of the gift certificate to the customer's bill.
2. If the gift certificate amount is more than the bill, give them the difference back in cash.
3. If the gift certificate amount is less than the bill, the customer must make up the difference owed.
4. Deposit the gift certificate as you would a check into your business' bank account.

**DATE:** Gift certificate will always have a recent date already written in, typically the date it was purchased. (Valid for 7 years from date of issue.)



**Payable To (Print Business Name):**  
The name of the business accepting the gift certificate for payment towards goods/services should be written in the "Payable To" box.

**Authorized Signature:** Gift certificate is always signed in advance, by a Melrose Bank authorized account signer.

