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We are in receipt of your email dated

The receipt is a written confirmation of a transaction between two parties. Maintaining receipts is a reasonable way to ensure that you have not been overvalued for something and, if you are not satisfied with a product, you can return or change the goods without being questioned by the company from which the item was purchased. There are several information items on a receipt; the receipt number, the number of items sold, the date of purchase and the amount of money spent are the most notable parts of the information when it comes to exchanging or documenting for tax purposes. The most common type of receipt is the one that is generated by a cash register in a store. Other types of receipts can be handwritten, for example, if the transaction takes place in a private setting rather than in a corporate store (e.g. paying a rental cheque), or if the store is independent, and the buyer prefers the use of handwritten receipts. The use of receipts is not only useful for the customer, but also for the supplier. Issuing receipts is a prudent way for a company to monitor its inventory and monitor the popularity of certain products over others. There are often times when the customer will be asked if they want to receive a receipt. Although it may seem trivial to take it, you can never be sure when you may need to invoke it again; Thus, it is best to hold on to your receipt for at least 5 days after purchase before throwing it away. Receipts: these are the little paper sheets we get with everything we buy, from burritos to baby clothes and trash cans to gasoline. While these innocent-looking pieces of paper that we throw away usually seem completely unnecessary, they are actually legal documents that are proof of ownership and transaction - an integral part of the performance of service contracts and disputes for properties of all kinds. So while they may not be the sexiest part of your business, monetization is a skill on which any business - new or old -depends on. Open Windows Wordpad by clicking the Start Windows button, then clicking Programs, then Accessories, and finally double-clicking Wordpad. Write the name and address of your business - or your name if you create a receipt for yourself - at the top of the page. Center this information by highlighting the entire block of type and clicking the Center icon at the top of the screen, the second icon to the right of the color palette icon. Un-select your contact information by clicking the mouse below it and adding a few blanks by tapping Return several times. In the next row, type the word Date followed by a colon and a long line to fill later. Skip two spaces, and then type Received of, followed by colon and order for the name of the consignee. Skip two more fields, and then enter About, followed by colon colon another long row, which must be completed later. Skip three more spaces and enter Signed followed by a colon and line that will be used for your signature. Finally, below the signature line, enter your name if the receipt is issued personally by you or your business name if your company issues the receipt. Print the page by clicking on the printer icon at the top of the screen - the fourth icon on the left - and fill in the receipt by hand. You can also copy and paste multiple copies above on one page, and then print this page, which will be used as a master copy to duplicate and create multiple receipts from each printed page. Tips Many companies use desktop publishing or word processing software to create receipts that also include their company logo, stylized printing, framing boxes and other visual effects for their receipts. Small Business Accounting Software has a built-in function to print receipts for all transactions entered into the software. General cash registers can be purchased in most office delivery stores in different styles, which easily provide original receipts for customers and a copy of carbon for your records. From Daniel Fernandez, have you ever wondered where your email ends after you click Send? Some emails arrive as planned and are read without a problem, but some need to navigate through a maze of spam filters or, worse, be rejected and never end up in your target recipient's inbox. To get an idea of where your email ended, you can request a read receipt that essentially confirms by email with a reply that the message has been opened by the reader. While the Mac Mail app does not have the get read feature enabled by default, it can be enabled by changing the preference file with a few simple terminal commands. Start the Terminal application by clicking Applications, and then clicking Utilities. Alternatively, click Go at the top of the desktop, and then drag down to Utilities. Double-click the terminal icon. Enter defaults write com.apple.mail UserHeaders {Disposition-Notification-to = Your Name;} (excluding first and last quotation marks). Pay special attention to spaces and capitalization. Replace your name with your name and emailaddress with your email address. Press Enter. Refuse and run again Apple Mail if it is already opened by Joshua Phillips As Yahoo Mail organizes your email on the latest default date, searching for one of its earliest messages can be quite time-consuming. With the Sort by Date feature, you can show your email messages according to the date of receipt. Selecting the option sorts from oldest to latest by selecting your messages back to the previous setting of the latest to oldest. Click Sort by date at the top of the message list in your Yahoo Mail account. Click Date to display your messages from oldest to Click Date again to return your messages back to the default setting to sort the latest to oldest. With an email one touch on your smartphone, it's easy to pointlessly check and recheck your inbox. Harj Taggar, a partner at start-up incubator Y Combinator, found that his email habit had done more harm than good. A small change (deleting the email app on your phone) leads to much larger changes. Six months ago, I deleted an email from my phone, disconnecting my Gmail account from the iPhone Mail app. Technically, I can still check my email using Safari, but I use 1Password to manage my passwords, and the experience on mobile requires a few long time-consuming steps to retrieve a password and sign in. It is certainly friction enough to interrupt the desire to log in and check email while, say, walking around or during a conversation. Why? I did this out of curiosity around two questions: can I actually do it, given how addicted I was to checking my email? And what consequences will there be in my daily life? The first is easy to answer. It's been six months and I still don't have easy access to email on my phone. However, the adjustment process was surprisingly difficult. For the first few days, I was a little shocked by how disturbing it made me not be able to constantly check my email. I was irritable and frustrated and realised how common it became to open the Mail app every spare second I had. Gradually, this feeling passed and was replaced by a sense of deliverance. The results are interesting. Mostly obviously, I've become much slower in response to email. The downside of this was greatly reduced by a change we made to Y Combinator earlier this year. We created a shared email address where all partners are. Founders can ping when they need help, especially if the issue is time sensitive. If I happen to be away from my computer for a few hours, it's likely that someone else will see the email and respond. If this is something really urgent that only I can help with, the other partners have my mobile number and can call me/ send me. G/O Media can get a commissionThe most obvious consequence is extending the scope of my concentration, even when I am at my desk with easy access to my email. I have long understood that email is the biggest killer of my productivity (for example, if I was trying to code, I never stopped playing video games, but I did not stop to check my email because I can justify this as a job). But once I got rid of the habit of constantly checking email on my phone, suddenly I had less than usual desire to check my email as a whole. I feel great. then there is my understanding of the weather. In the last six months, the days began to feel longer. If I walk from one place to another, I actually have time to look around, watch my surroundings (which is actually a great source of glee palo alto), and the most important thing is to think. Only a few of these moments are needed to make it feel like the day is spinning in fog. As a time to think it's precious to me and it's also extremely important if you want to achieve something close to original thought. William Deresevic expresses this well in his lecture Solitude and Leadership:I find for myself that my first thought is never my best thought. My first thought is always someone else's; I've always heard of the subject, always conventional wisdom. Just by concentrating, sticking to the question, being patient, letting all parts of my mind get into play, getting to an initial idea. Smartphones make it harder than ever to stick to your thoughts and work on them until they're ironed out into something interesting. Joe Krauss talks about it in his speech about what he calls SlowTech. Once I understood the power of it, I continued to delete more than just an email. The apps on Facebook, Twitter and Quora have been removed (for me Twitter was the one I missed the most). It was the best decision I've made this year and I would strongly recommend it. No email | The planet Krypton Tagar is a partner in Y Combinator. Read your blog here and follow him on Twitter @Harjeet.Image remixed by psdGraphics.Want to see your work on Lifehacker? E-mail Tessa. Tessa.

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