

# Printing Appointment Receipts

Once your appointments are completed and you've paid you can view your appointment history and print your receipts.



1. Go to your account page by clicking the user icon or your name on the top right.



2. Under the Appointments Menu click "Load My Transactions"
3. Find the transaction you want to print, then click the printer icon. The receipt will open in a new window.

## Appointments

You cannot cancel appointments if the appointment is less than 6 hours before now. If you have an emergency or an urgent matter that prevents you from making your appointment please call Sunshine Acupuncture at (615) 319-0316

Load My Appointments		Load My Transactions
Dec 6, 2023 for 10 mins @ Main Street With Alexa Hulseay Community Acupuncture		 \$ 30.00
Sep 13, 2023 11:00 am for 10 mins @ Main Street With Alexa Hulseay		 \$ 0.00

You can also print receipts using the Load My Appointments button. If you don't see the printer icon, that means there is no payment associated with the appointment, or the appointment is in the future:

Tue, Jul 7 2020 @ 8:40:00 AM 10 minutes

@ Main Street, with Joe Smith

Wed, Apr 15 2020 @ 8:10:00 AM 10 minutes

@ Main Street, with Joe Smith



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