CardsMachines.

Deposit and balance

A one-order job sheet

Use the same order reference for both payments. Enter figures on your device or print this sheet.
Use order and payment references only. Keep card numbers and customer details off this sheet.

Your order

Order reference

Agreed order total (£)

Payment record

Deposit confirmed (£)

Confirmation date

Payment reference

Balance collected (£)

Confirmation date

Payment reference

Outstanding (£) = order total less confirmed payments

Keep processing fees separate

Deposit fee (£)

Balance fee (£)

Total of these fees (£)

Worked example

£240 order. After a £60 deposit, £180 remains to collect.

Illustrative link fee: 1.5% of £60 + 20p = £1.10. Reader fee: 1% of £180 + 4p = £1.84.

Together: £2.94. Sales less these example fees: £237.06. The order balance is then £0.

Figures cover two successful payments only. Other charges and payout timing depend on your agreement.

Need a link and a reader for the same order?

Request a written takepayments quote from Awais Amir.

cardsmachines.co.uk/card-machine-quote

Awais Amir is a Payment Consultant at takepayments, part of Global Payments.