

Gift Shop Docents High Lights

Fill out the receipt slip for all sales, include items sold as this is my only way at the present to control inventory...give guest one copy put second copy in cash drawer...

Phone: two lines, answer: Museum of Ashe County History, this is (name) how may I help you....put on hold by hitting orange button with upside phone receiver, holler for Don...to transfer, hit 3rd button under window (has 'T' on it) then the office or portable button...(upper right)

Credit Card Machine: credit card magnet stripe to the right and turned down...key in the amount, including zeros if no cents in sale...hit green button to print receipt, it will ask if you want second copy yes!! Hit the green again...it will print copy for guest, have the sign copy for us and give guest the second copy...

All prices include tax: you do not have to figure tax, just add items for total... There is a price list beside the cash register, and one on the mail box located on the desk...

Items of extra stock: afghans, in the bottom right of the cabinet... caps, t-shirts, tiles etc in the bottom left... all of the grey t-shirts are out we have more white ones...

We continue to try to keep books on the shelves...if you find we are out of one please leave a note...

If you have a question please ask Don or call me 846-8910 (Linda /Jim) as long as I am in town I can come quickly to the museum...