

Store Associate Gift Card Redemption Checklist

Please complete each step below to ensure a smooth and accurate gift card redemption process.

- | Verify the physical or digital gift card is present and legible.
- | Confirm the gift card is active and not expired.
- | Check the card balance and confirm amount with the customer.
- | Enter the gift card number/code into the point of sale system.
- | Deduct the purchase total from the card balance.
- | Return any remaining balance information to the customer.
- | Provide the customer with a receipt showing the redemption.
- | Thank the customer and offer assistance with any questions.

Note: For any issues or discrepancies, please contact a supervisor immediately.