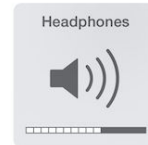


1. Plug Square into your phone until you hear a ‘click’

Remove phone case if necessary

2. Turn up the headphone volume on your phone



3. Open the Square app, and enter the amount for the service

4. Add a note with the following information:

- Customer Name
- Description (e.g. Hours, Deductible, Carpet Cleaning)

5. Swipe Credit Card through Square

If card does not swipe, click ‘Charge’ in the top-right of the screen. There, you can manually enter the credit card information. You will need to enter the following:

- Card Number
- Expiration Date
- 3-digit Code on the back of the card (Visa, MasterCard) or 4-digit code on the front (American Express)

6. Have customer sign with the pad of their finger

7. Send the customer a receipt. In addition, send a receipt to Laura (laura @7247247.com). To do so, follow the steps below:

a. Tap



b. Tap **Activity**

c. Tap **Issue Receipt**