

DOWNTIME RECEIPT

Order Form Example

Directions

- 1 Insert the CareConnect Practice Name at the top UPPER Corner of Receipt **"CPN BRENTWOOD"**
- 2 Use the following Receipt numbering convention: Abbr of Practice Name and 10101
 ex: Brentwood (**BW10101**); **NOTE:** existing Practice continue with next sequential number from previous pack
- 3 Enter the **"Other Acct/Fund#"** if the Practice collects MISC Fees
- 4 Place the Order with Document Services as Follows:
 - a. 2 Part NCR Paper (White Top, Yellow Bottom)
 Color 1 White - Lower left **"Billing Copy"**
 - b. Color 1 Yellow(Pale) - Lower left **"Customer Copy"**
- 5 Order 2 packets of receipts - packets are quantity of "100" receipts
- 6 Place your order with UCLA **Document Services : 310 825-0374**

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4a White paper **BILLING COPY**

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