

TACTICALPAY POS Firearm Purchase Receipt Guide

TacticalPay POS | Sales & Checkout

1 What This Guide Covers

Some customers want a single printed page that shows what they bought, when, from whom, and what they paid — something to keep with a firearm instead of carrying a copy of the 4473. TacticalPay POS can print that page from any sale: turn on customer info for your receipts, add a few details to the sale, and print it. Most customers are happy with the standard receipt from your receipt printer; for those who want a full-size page, the same receipt prints on 8.5 x 11 paper.

Important — not legal advice: this receipt is a record of purchase. It isn't a permit, a registration, or a legal proof-of-ownership document, and it doesn't replace anything the law requires your customer to carry. Transport and possession rules vary by state and change over time — customers should check the laws where they're traveling. Confirm your specific situation with your attorney before relying on it.

2 Turn On Customer Info (One Time)

- 1 Go to **Account** → **Settings** and open the **CUSTOMIZATIONS** tab.
- 2 Under **Receipt Options**, set **Customer's Info** to **Show**.
- 3 Click **Save** at the bottom of the page.

Tip: setting **Tax Rate Breakdown** to **Hide** shortens every receipt by a few lines, which makes it easier to fit on one page. It applies to all receipts, so it's optional.

Receipt Options

Customize what your receipts show and how they print.

Customer's Info

Show Hide

Tax Rate Breakdown

Show Hide

Skip Print Preview

Yes No

Fig. 2 — Receipt Options with Customer's Info set to Show.

3 Attach the Customer to the Sale

The receipt prints whoever is in the sale's **Customer** field. Make sure it's filled in:

- **At checkout** — select the customer in the **Customer** field, or click + to add a new one.
- **From FFL Boss** — when the firearm comes to checkout from a completed 4473, the customer comes with it.
- **After the sale** — go to **Sales** → **Transactions**, click **View / Refund** on the sale, select the customer, and click **Save**.

4 Add the Store & Firearm Details

The customer block shows name, phone, and email. Use the sale's **Transaction Description** and **Notes** fields for everything else — both print on the receipt, right under the customer's information.

- 1 Open the sale from **Sales** → **Transactions** (or fill these in at checkout).
- 2 In **Transaction Description**, enter your store details:
Sold by [store name], FFL [number], [store address]. ATF Form 4473 completed [date].
- 3 In **Notes**, enter the firearm and purchaser details:
*Firearm: [make] [model], [caliber], [type], serial [number].
Purchaser address: [street, city, state ZIP].*
- 4 Click **Save**.

Tip: double-check the serial number against the firearm line on the receipt — this field is typed by hand.

The screenshot shows the 'Customer' field set to 'John Smith'. Below it, the 'Contact Information' section is filled with: Name: John Smith, Phone: (123) 456-789, Email: johnsmith@demoema, and Birth Date: 08/27/. A button 'Copy Customer to FFL Boss' is visible. The 'Transaction Description' field contains: 'Sold by Bill's Gun Shop, FFL 0-00-000-00-0A-00000, 123 Main Street, Conroe TX 77384. ATF Form 4473 completed 06/29/2026.' The 'Notes' field contains: 'Firearm: Glock 19 Gen 5, 9mm, pistol, serial 1093. Purchaser address: 123 Demo Lane, Conroe TX 77384.' A 'Save' button is at the bottom right.

Fig. 4 — The sale with the customer attached and the Notes and Transaction Description filled in.

5 Print the Receipt — Choose a Format

Both formats print the same information. The standard receipt is compact and looks clean — most customers will be happy with it. Use letter paper when a customer wants a full-size page for a folder or travel documents.

Option A — Receipt Printer (Standard)

- 1 On the sale, click **Print Receipt**.
- 2 Check the preview, then click **Print Receipt** again at the bottom.
- 3 Print to your receipt printer — it's already the default. Hand the receipt to your customer.



Bill's Gun Shop
Main Store
7131234567
Demo@BillsGuns.com
123 Main Street
Conroe TX 77384
06-29-2026

Transaction 172690

Glock 19 Rifle	\$650.00	x1
1093		
Sub Total:	\$650	
Cash Discount:	- \$ 9.61	
	\$640.39	

BoreSnake Original Bore Cleaner – 20 Gauge	\$14.99	
-		
Sub Total:	\$14.99	
Cash Discount:	- \$ 0.22	
026285001150	\$14.77	

GS Clean - Basic	\$45.00	
-		
Sub Total:	\$45	
Cash Discount:	- \$ 0.67	
	\$44.33	

Sub Total:	\$ 709.99
Cash Discount (1.50%):	- \$ 10.50
Transaction Discount:	\$71.00 (10%)
Discounted Sub Total:	\$ 629.54
Tax Breakdown (8.250% on \$589.64):	\$ 48.65
City Tax (1.0000%):	\$ 5.90
Special Tax (1.0000%):	\$ 5.90
State Tax (6.2500%):	\$ 36.85
Total:	\$ 678.19

Cash: \$678.19

Thank you for choosing Bill's Gun Shop!

Warranty Information
Manufacturer warranty applies. All warranty claims handled directly.

Returns Information
Firearms final. 14-day returns on unused, non-serialized items.

Customer Information
John Smith
1234567890
johnsmith@demoemail.com

Description
Sold by Bill's Gun Shop, FFL 0-00-000-00-0A-00000, 123 Main Street, Conroe TX 77384, ATF Form 4473 completed 06/29/2026.

Notes
Firearm: Glock 19 Gen 5, 9mm, pistol, serial 1093.
Purchaser address: 123 Demo Lane, Conroe TX 77384.

Fig. 5a — Option A: the standard receipt.

Option B — Letter Paper (8.5 x 11)

- 1 Click **Print Receipt**, check the preview, then click **Print Receipt** again.
- 2 Set **Destination** to your office printer (or **Save as PDF** to email it).
- 3 Open **More settings**. Set **Paper size** to **Letter** and **Scale** to **Custom**, starting at **70**.
- 4 Check the preview shows **one page** — lower the scale for a sale with many items — then click **Print**.

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06-29-2026

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Sub Total:	\$650	
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Sub Total:	\$14.99	
Cash Discount:	- \$ 0.22	
026285001150	\$14.77	

GS Clean - Basic	\$45.00	x1
Sub Total:	\$45	
Cash Discount:	- \$ 0.67	
	\$44.33	

Sub Total:	\$ 709.99
Cash Discount (1.50%):	- \$ 10.50
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Fig. 5b — Option B: the same receipt on letter paper.

Fig. 5c — Bottom of the letter page: customer information, Description, and Notes.

Want to change the logo, thank-you message, or warranty and return text on your receipts? See "Customizing Receipts" on tacticalpay.com/knowledge-base/pos.

Need help? More guides are at tacticalpay.com/knowledge-base/pos. For questions on this workflow, email POS@TacticalPay.com — our in-house, Texas-based team will get back to you.