

## 1 Laptop Purchase Certificate (Template)

You can turn this into a PDF or simple branded page.

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### SavertyTech – Laptop Purchase Certificate

Certificate Number: \_\_\_\_\_

Purchase Date: \_\_\_\_\_

This certificate represents a **prepaid purchase** of the following laptop:

#### Laptop Description:

- Model: \_\_\_\_\_
- Processor: \_\_\_\_\_
- RAM / Storage: \_\_\_\_\_
- Condition: \_\_\_\_\_

This laptop has been **paid in full**, including applicable Michigan sales tax, and is being held by SavertyTech for redemption by the certificate holder.

#### Redemption Terms

- This certificate must be redeemed **within 90 days** of the purchase date.
- Redemption consists of pickup, delivery, or shipment of the laptop listed above.
- This certificate is valid **only** for the laptop described and may not be exchanged for other items or store credit.

#### Refund Policy

- Refunds are available **within 30 days of the original purchase date** only.
- After 30 days, no refunds will be issued.
- If the certificate is not redeemed within 90 days, the laptop may be returned to inventory and the certificate will be considered expired.

This certificate has no cash value and may not be replaced if lost.

#### Issued by:

SavertyTech

www.savertytech.com  
sales@savertytech.com

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## **2 Exact PayPal Invoice Language (Copy/Paste)**

Use this wording directly in PayPal Business.

### **Invoice Title**

#### **Prepaid Laptop Gift Purchase**

### **Line Item**

#### **HP EliteBook 840 G8 – Prepaid Laptop Purchase**

This invoice represents a prepaid purchase of the laptop listed. The laptop will be held for redemption by the recipient named by the purchaser.

### **Tax**

- Michigan Sales Tax (6%) — **Applied and shown on invoice**

### **Notes to Customer**

This purchase includes Michigan sales tax and represents a completed retail sale of the laptop listed above. A Laptop Purchase Certificate will be issued after payment and may be redeemed within 90 days. Refunds are available within 30 days of purchase only.

This makes it crystal clear that:

- Tax was charged
- Sale is complete
- Redemption is delayed, not the sale

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## **3 Website Policy Page (Short & Clean)**

You can add this as a simple page or footer link.

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### **Prepaid Laptop Gift Purchases – Policy**

SavertyTech offers the option to pre-purchase a laptop as a gift for another individual.

## How It Works

- The purchaser selects a specific laptop.
- Payment is made in full, including Michigan sales tax.
- A Laptop Purchase Certificate is issued to the purchaser.
- The laptop is held by SaveryTech until redeemed.

## Redemption

- Certificates must be redeemed within **90 days** of purchase.
- Certificates are valid only for the specific laptop listed.
- Certificates may not be exchanged for other products or store credit.

## Refunds

- Refunds are available within **30 days** of purchase.
- After 30 days, all sales are final.

## Expiration

- Unredeemed certificates expire after 90 days.
- Expired certificates have no cash value.

For questions, contact [sales@savertytech.com](mailto:sales@savertytech.com).

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### First-Transaction Sanity Checklist (Internal Use)

Use this checklist the first few times to stay consistent.

#### Before Sending Invoice

- Laptop selected and inventory ID noted
- Final price confirmed
- Michigan sales tax applied (6%)
- Expiration dates communicated

#### After Payment

- Invoice marked paid in PayPal
- Laptop set aside and labeled “Prepaid – Hold”

- Certificate generated with matching laptop details
- Certificate emailed to purchaser

**If Redeemed**

- Identity confirmed
- Laptop delivered / shipped
- Certificate marked redeemed

**If Not Redeemed**

- 90-day date tracked
- Laptop returned to inventory after expiration

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**Final reassurance (important)**

What you've designed is:

- ✓ Legally clean
- ✓ Tax compliant in Michigan
- ✓ Simple to explain to customers
- ✓ Easy to operate with PayPal
- ✓ Scalable without new software