

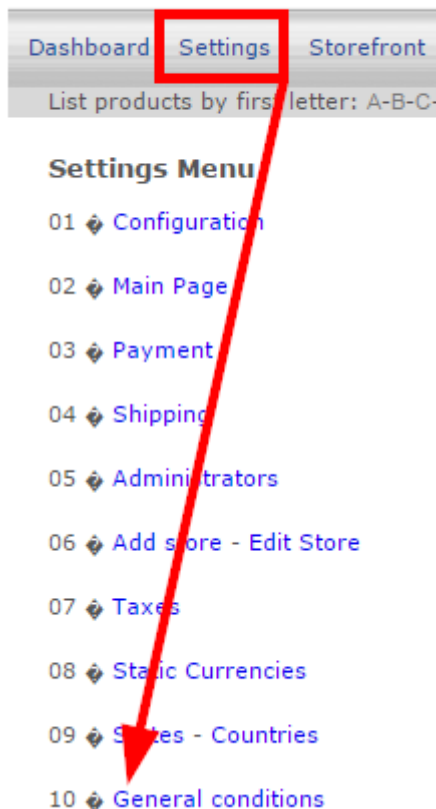
# Sales Terms and Conditions

Sales terms and conditions are setup when your system goes live, however, you may find that you want to make updates over time. Clients may want to involve their accounting department or legal departments. Sales terms and conditions are presented to your customers on their final receipt screen during checkout. They will get a screen listing their purchases, taxes, payment option and pricing that they must confirm. This confirmation also agrees them to the terms and conditions.

1. Log into the storefront (see [Access the Storefront](#)).
2. Select **Settings** from the main menu.
3. Select **10 General Conditions** from the Settings menu.

## Store Administration

You are viewing: Store Administration



4. Use the [content editor](#) to create your terms and conditions. You can use a bit of HTML on this screen when creating the content if desired.

**Modify General Conditions**

The screenshot shows a dialog box titled "Modify General Conditions". At the top, there is a toolbar with icons for undo, redo, search, HTML, and other editing functions. Below the toolbar are three dropdown menus: "Styles", "Paragraph", and "Font Family", followed by a "Font Size" dropdown. The main content area is a large empty box with the text "No conditions defined yet." at the top left. At the bottom of the dialog, there is a text field labeled "Path: p" and two buttons: "Modify" and "Cancel".

5. **Save** or **Modify**.