

## How to Update an Address

1. Google the address to see if it's in the right format, and the address is correct. People often visit friends or family, mixing up things like Pl, Ave and St, or forgetting the direction like N, S, E and W.
  - A. Format: 310 North Fuchita Road is correctly formatted as 310 N Fuchita Rd
  - B. Wrong Address: 320 Fuchita Road after Googling it may actually be 320 W Fuchita Rd.
2. Edit the address. Make sure you add the zip code from Googling the address.
3. Update the miles where it says distance, just click the arrows that form a circle at the top of the reservation.
4. If miles are more, apply rates again. If it's less miles, just leave the price the same since that's what they already agreed to.
5. Send an updated confirmation email with the new address and the correct price.
6. If the customer owes anything, charge the card.