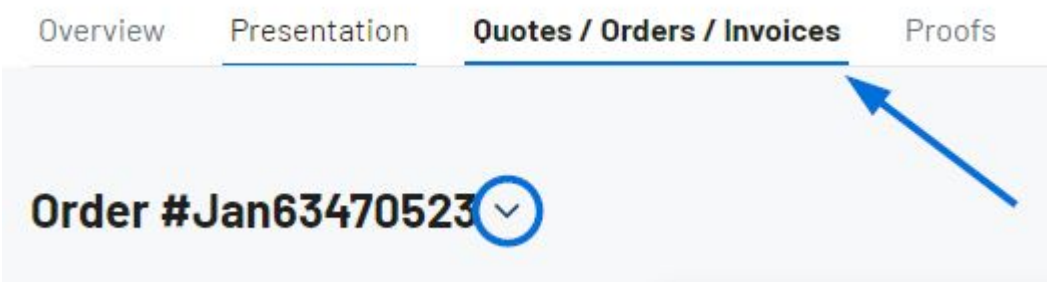


Add Charges to Quote and/or Order


2023-02-22 - Jennifer M - Orders

To add charges to a quote or order, open the Project and click on the Quotes/Orders/Invoices tab.


Use the toggle to select the order document you would like to update.




In the Products & Pricing section, click on the three dot icon and select Edit.






Popular Aluminium Portable Power Banks 2600mAh
Product #: FBK12507 | CPN-551679066



imprintID
asi/73651



Variant information submitted by
Be sure to check Customer selections for correctness


 Edit
 Copy
 Delete


Item	Quantity	Net Cost	Margin	Price	Total Cost	Total Price	Tax
3 3/4 " x 7/8 " x 7/8 " - Silver - Aluminum	100	\$0.0000	0.00%	\$0.0000	\$0.0000	\$0.0000	<input checked="" type="checkbox"/>
3 3/4 " x 7/8 " x 7/8 " - Maroon - Aluminum	100	\$0.0000	0.00%	\$0.0000	\$0.0000	\$0.0000	<input checked="" type="checkbox"/>
3 3/4 " x 7/8 " x 7/8 " - Black - Aluminum	100	\$0.0000	0.00%	\$0.0000	\$0.0000	\$0.0000	<input checked="" type="checkbox"/>
Total Units	300						
Total (USD)					\$0.00	\$0.00	6.00%


Scroll down the section you need or use the quick navigation at the bottom.

- For general product charges, go to the Options & Charges section.
- For charges related to imprinting, such as a set-up charge or additional color charge, go to the Decoration Charges section.

12 oz. Two Tone Latte Mug


CPN-16246108 



- Product Details
- Product Variants
- Options & Charges 
- Vendor Charges
- Decoration Details
- Decoration Charges
- Suggested Decoration Charges
- Apply a Decoration Template
- Shipping
- Sales Tax
- Instructions

12 oz. Two Tone Latte Mug

Product Details



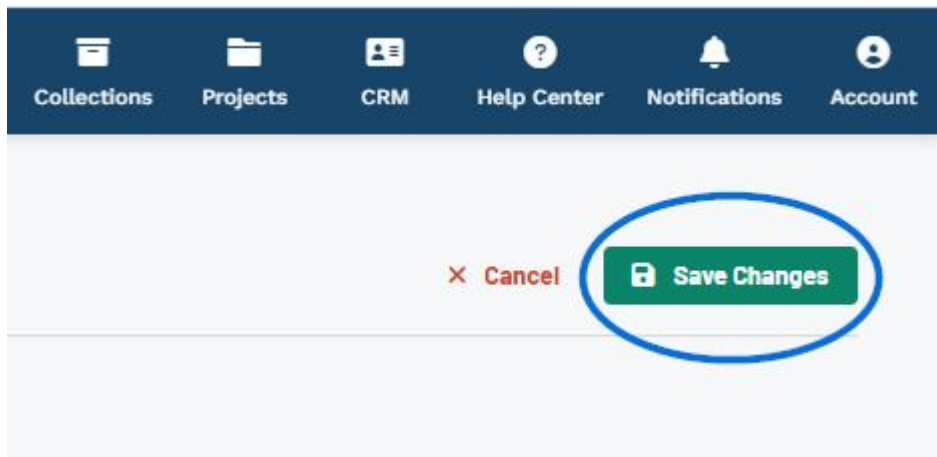
Total Quantity	Vendor Cost	Customer Price
101	\$722.20	\$819.00

Both the Options & Charges and Decoration Charges sections will have a section below them with any supplier provided charges. The options in the Vendor Charges area are not included on the quote or order until you click on the +Add Charge link. If you need to add a custom charge, you can click the +Add Charge or +Add Run Charge option.

[See how to add charges](#)

Then, you can use the dropdown to select the type of charge, type a name, and configure the pricing. Please note that if you selected a run charge, the quantity box will be automatically greyed out because run charges are a per product charge.

When you are finished updating the charge information on the quote or order, scroll to the top and click on the Save Changes button.



Related Content

- [Edit Product Information within a Quote](#)