



Shipping

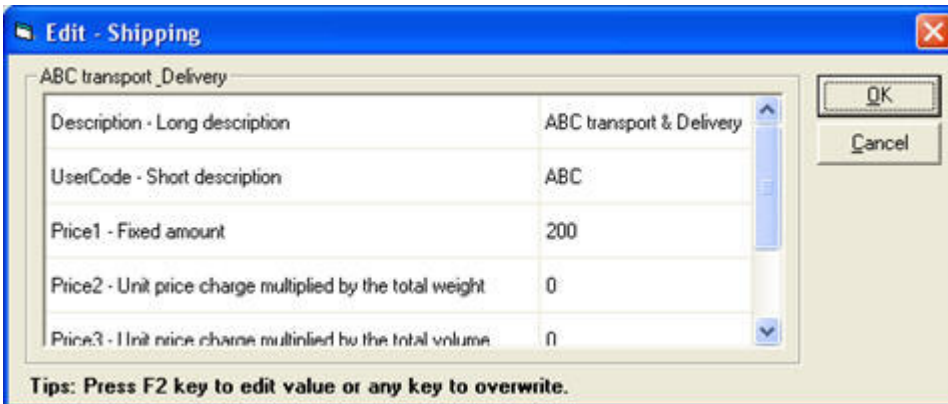


20-20 offers the possibility of charging shipping using a variety of methods. These methods include fixed amount, by weight, by volume or by percentage value. If you apply discounts or surcharges using **Rate** records, be aware that the Shipping will be affected if overall values are assigned (Price 2). If you use this method, then offset discounts directly in the Shipping records.

1. Choose **Tools, Charges Editor**. The **Charges Editor** dialog appears.



2. Click the **Shipping** tab.
3. Click the record to modify, then click **Edit**. The **Edit - Shipping** dialog appears.



4. Select a field by clicking on it, and then enter the appropriate information by referring to the table below.

Field	Description
Description - Long description	The long form description field. Type in a maximum of 24 characters.
User Code - Short description	Assign a short form description.
Price 1 = Fixed amount	Use this field to charge a fixed amount for shipping. Remember that you can have as many Shipping records as you need.
Price 2 = Unit price charge multiplied by the total weight	Use this field to charge a unit price multiplied by the total Weight of the items in the design. For instance, if the items in a design have a total of 271.00 (pounds) and the Shipping record selected has a value of \$10.00 in the Price 2 field, the Reports will charge shipping as follows: 271.00 x \$10.00
Price 3 = Unit price charge multiplied by	Use this field to charge a unit price multiplied by the total Volume of the items in the

the total volume	design.
Price 4 = Percentage value for shipping on the design total after discount (1.00 = 1%)	Use this field to charge a percentage value for shipping on the design total after discount. 1.00 = 1%
Price 10 = Apply tax shipping (0 = do not apply, 1 = apply)	Assign: 0.00 if you <i>do not tax</i> shipping 1.00 if shipping is <i>taxable</i> .

5. Click **OK** to confirm the changes and return to the previous dialog.
6. Repeat the procedure for other records as required.
7. When done, click **Close** to exit the **Charges Editor** dialog.



To make sure all your designs are charged according to your specifications, you must modify the charges in the catalog.

The charges you apply through the **Styles & Pricing dialog** in 20-20 Design only affect the current design.