

## Adding Add'l Charges to your Packing List and Sales Invoice

- Q:** Have you encountered a situation where you need to charge your customer for something which is not in your regular Inventory?
- Q:** Have you come across of thinking if you can add additional charges like “Screen Charge”, “Dye Charge”, “Pattern Charge”, “Packaging” or “Documentation” in your Packing List and Sales Invoice?

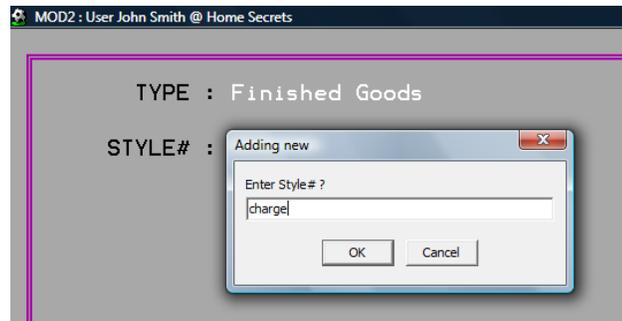
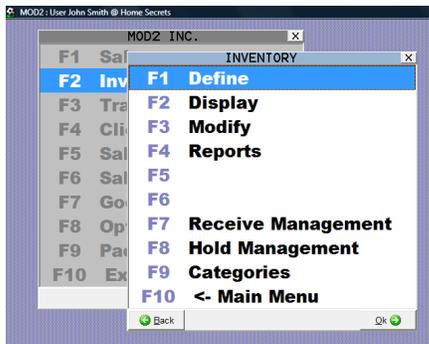
Well, this feature is already existing in MOD2 Software since then, but most of our customer never uses this. The main reason is they do not know the procedure. So in this topic, we'll discuss a short procedure on how to create additional charges to your *Packing List* and *Sales Invoice*.

The first thing we need to do is go to your Inventory and use the Define feature. For the Style#, type-in **CHARGE**. The Style# Charge is a special style in MOD2 and MOD2 detects that this style is “Not Countable”. For the Colors, type all the different categories of charges. Please see below examples and figures. You can add other categories of charges as often as you want.

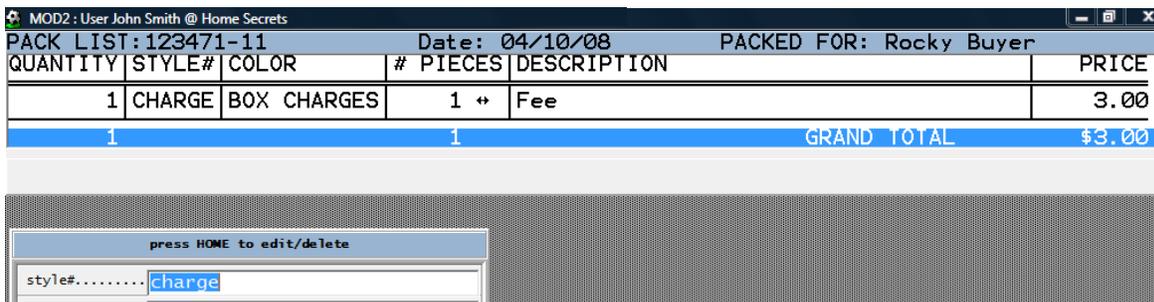
Ex. Charge

*Must be defined under the Style#*

- A. Screen Fee
- B. B. Extra Color Fee *Must be defined under the Color field*
- C. Pattern Fee



After defining the above, you can now use these different categories of Charges by simply selecting from the Inventory when creating a Packing List. You can have as many charges as you would like to include in your Packing List. See below figure.



QUANTITY	STYLE#	COLOR	#	PIECES	DESCRIPTION	PRICE
1	CHARGE	BOX CHARGES	1	↔	Fee	3.00
<b>GRAND TOTAL</b>						<b>\$3.00</b>

As soon as you finished adding all the Charges to your Packing List, you can now proceed creating and printing Sales Invoice with the charges.