Creating an Order Fee

1. Log in to Administration

2. Click on the Corporate Organization icon



, and select the **Pricing** folder.

3. Click on the Order Fee icon

4. Right click in Order Fee and select New.

ee	Sales Channel	Fee Туре	Sale Date	Order Fee	
L L					
ğ					
		New			
		Properties			
		Delete			

5. In the pop up screen right click in the white box and select **New Price**.

A Order Fee: New - 🗆 🗙						
Art House Template						
General						
Sales Line Type Order Fee V						
Effective Sale Date 7/29/2015						
Name	Comp Order Fee Total					
	New Price Edit Price					
Order Fee Type	· · · · · · · · · · · · · · · · · · ·					
Sales Channel	Sales Channel AMS Box Office					
Functional Area	Functional Area Level 0 - Default Unrestriced Price V Sales Occurred					
Add New	Delete OK Cancel Apply					

6. Create a new price. For instructions, see Creating a Price.