GETTING STARTED WITH RUNDOO · SETUP

# Additional Fees (Delivery, Eco, PaintCare)

Set up delivery, eco, and PaintCare charges once, and they ring themselves at every checkout.

## WHAT A FEE NEEDS

1

### A name

This is what prints on the receipt.

**Delivery, Core Charge, Paint Care Fee**

2

### An amount

Flat dollars or a percent of subtotal.

**$5.00 amount, or 11% percent**

3

### A Type

Eco fee for PaintCare, Other for the rest.

**Eco fee / Other**

### Set one up in 3 moves

1. Build it: **Admin → Product → Additional fees → Add additional fee**.
2. Set **Sales taxable** and **Apply to sales**, then **Save**.
3. Attach it: **POS → Products → Settings → Additional charges**.

### At the counter

**It rings itself**

Fees post automatically on the totals panel. The cashier picks nothing, and each fee is itemized on the receipt.

**Waive one for a single sale:** click the fee chip on the cart line, uncheck the fee in the Edit additional fees window, and Save. It drops for this transaction only and stays on the product for the next customer.

**PaintCare & the books:** build a separate Eco fee for each container size (quart, gallon, five), non-taxable. Fees post to your mapped GL accounts, and the Additional fees report under POS → Reports shows the full breakdown.