

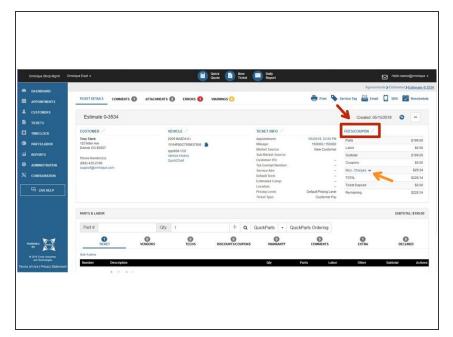
Adding/Editing Fees

This guide illustrates how to add or edit fees on tickets.

Written By: Jennifer Harding

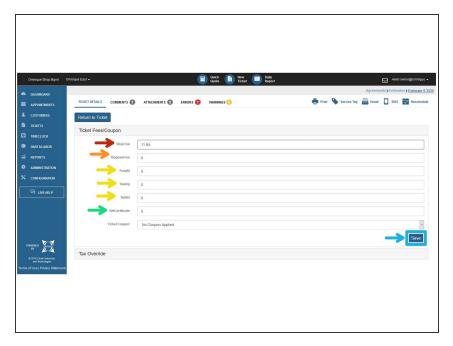


Step 1 — Adding/Editing Fees



- To add or edit Fees on a ticket, click on the Fees/Coupons tab.
- To see fees on the ticket, click on the Misc. Charges drop down.

Step 2 — Adding/Editing Fees



- Adjust Shop Fee as needed.
- Enter a **Disposal Fee** (if needed).
- Enter a Freight, Towing, or SubletFee if applicable.
- To add a gift certificate to a ticket, enter amount in the Gift Certificate field.
- To save changes, click **Save.**