The Charges tab in Options

When you touch the Charges tab at the top of the Options screen, the screen will change to that shown below.

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The section of this screen, headed “Delivery Charges”, enables you to set up delivery charges that will either apply to all deliveries or just to deliveries for customers in certain areas.

The delivery charge can be either setup by postcode or distance. In the "Charge By" dropdown you can chose Postcode, Distance or the maximum distance you deliver too. The distance is worked out form the customers postcode.

The top line of the screen (which does not have a Post Codes field) is used to set up a delivery charge that applies to all orders or applies to orders below a certain value, but does not depend on where a customer lives.

Delivery charges that apply to only certain parts of your delivery area are created by using the Post Codes fields and are described later.

To make inTouch charge for deliveries, you first need to set up your rules for charging in the program. In order to describe the choice of rules, we will use the example of £6.00 being entered in the **Min Order** column and £1.00 being entered in the **Charge** column, both on the top line.

When you touch the drop down arrow on the right hand side of the field at the bottom of the “Delivery Charges” section, the program will give you three choices apart from the default of “None”.

The first choice in this field is “Charge 1.00 for orders under 6.00”. Using this setting, inTouch will automatically add a delivery charge of £1.00 whenever a delivery order with a value less than £6.00 is taken, i.e.

	Order Value	Delivery Charge	Total
	4.50	1.00	5.50
	5.50	1.00	6.50
	7.50	0.00	7.50

The next choice is “Charge maximum 1.00 for orders under 6.00”. Using this setting, inTouch will automatically add a delivery charge of £1.00 whenever a delivery order with a value less than £6.00 is taken, but will never charge more than £6.00.

	Order Value	Delivery Charge	Total
	4.50	1.00	5.50
	5.50	0.50	6.00
	7.50	0.00	7.50

The third choice is “Make order value up to 6.00 then add 1.00”. Using this setting, inTouch will automatically round orders with a value of less than £6.00 up to £6.00 and then add on a delivery charge of £1.00.

	Order Value	Round Up	Del Charge	Total
	4.50	1.50	1.00	7.00
	5.50	0.50	1.00	7.00
	7.50	0.00	1.00	8.50

Using the examples above, select the rule that describes your method of applying delivery charges. Enter the value of an order beneath which your delivery charge will apply in the **Min Order** field and then enter the amount that you charge for delivery in the **Charge** field.

The examples above all describe a delivery charge that only takes effect if the order value is less than a specified amount. inTouch can also be set to charge for every delivery, no matter what the value, or to have a minimum order value for delivery but not a delivery charge.

If you charge for every delivery, no matter what the value of the order, enter your delivery charge, e.g. £1.00, in the **Charge** field but do not enter a figure in the **Min Order** field. If you set the delivery rule to “Make order value up to 0.00 then add 1.00”, the program will then add a £1.00 delivery charge to every delivery order.

If you have a minimum value for delivery orders but do not charge for delivery, enter the minimum

order value, e.g. £6.00 in the **Min Order** field but do not enter a figure in the **Charge** field. If you set the delivery rule to “Make order value up to 6.00 then add 0.00”, the program will then make every order with a value of less than £6.00 up to £6.00 but not charge any extra for delivery.

The second page of options on the charge tab is shown below. It has sections for Meal Deals, Toppings and setting up a happy hour.

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