

Embroidery Price List

Your Embroidery price list can consist of any number of items, each of which can use any of the 4 different pricing “*methods*”

- To create or edit an Embroidery item, go to: Edit -> Embroidery Prices
- To edit an existing entry on this price list, Double click on it
 - or click on the New button to create a new item
- You will see 3 tabs:
 - General
 - Additional Charges
 - Autoschedule Machines

[pricing_emb_1.mp4](#)

General Tab

Menu Description - represents the actual caption of the pop-up menu which appears when you click on the Add Embroidery button, in the sales screen.

Print Description - is the default description that will print on your quotations, work orders and invoices. You can at any time override this description within the [sales screen](#).

Out Source To - If you are planning to out source the embroidery to another contract embroiderer then select the supplier you want to out source it to from the drop down list. FastManager will then automatically add it to the [purchase order wizard](#).



The supplier selected here represents only the _default_ supplier. You can easily change the supplier that the PO will go to once the order is created

Sales Group - this will determine under which [sales group](#) FastManager will group all sales of this price list. It also determines which item code FastManager will select in QuickBooks when exporting the invoice.



For more information about Sales Groups, see: [Sales Groups](#)

Default Stitch Count - this is the default stitch count that FastManager will use to calculate the selling price. You can change it on the fly when entering a sales order.



It is recommended that you choose a relatively high number as the “default” stitch count because in many cases you don't know the final stitch count until after you have won the order and digitized the logo. (better to overestimate the stitch count than underestimate it)

Price Method

There are 4 embroidery pricing methods to choose from:

- Flat Price
- Price based on quantity
- Base price which includes a certain number of stitches + an additional charge per 1000 stitches.
- Flat price based on quantity and within a certain stitch count range.

You need to select which method you want to use to price out embroidery on this price list. You will then see an **Edit** button that you can click on which will open another window where you can enter your price matrix.

Flat Price

If you select the Flat Price option you simply need to enter the cost and retail price of your embroidery. This is a very basic flat rate system and the price does not fluctuate

- This method will simply do a lookup based on the number of embroideries that you do. Stitch count does not play a role when determining the selling price.

Price Based on Quantity

You can select to enter both the cost and retail or calculate either by selecting the appropriate option from the top.

Enter:

- Both cost and retail:
 - With this setting you will manually enter both the cost price and the retail price for each quantity break.
 - FastManager will not calculate either of those for you, but will use whatever you have entered.
- Cost and calculate retail:
 - With this setting you will enter your cost prices and a markup percentage.
 - Then click on Re-Calculat and FastManager will calculate the retail (selling) prices for you
- Retail and calculate cost:
 - With this setting you will enter your own *Retail* pricing as well as a margin (percentage)
 - Then click on Re-Calculat and FastManager will calculate the cost prices for you,

based on the desired margin

[pricing_emb_2.mp4](#)



Your prices should be lower the higher the quantity.



If you are calculating the cost or retail you may need to click on the Re-Calculate button to refresh your prices if you alternate between calculating methods.

Pro-rated matrix

Pro-rated matrix based on stitch count and quantity

Embroidery Price Lists

New Open Delete Exit

General Additional Charges Auto Schedule Machines

Menu Description: Cust - Embroidery- New Order

Print Description: Embroidery

Out Source To: Don't out source

Sales Group: Embroidery

Default Stitch Count: 10000

Item Taxable? Tax 1: Non Tax 2: Non

☒ By default sync with item qty?

☐ Auto Amortize ☒ Print on customer documents ☐ Auto Hide ☐ Excl from Sales Comm

Select Price Method

	Cost	Retail
<input type="radio"/> Flat Price	0.00	0.00
<input type="radio"/> Price based on qty		
<input checked="" type="radio"/> Pro-Rated matrix based on stitch count and qty		
<input type="radio"/> Matrix based on stitch count breaks and qty		

Edit...

Save Save As New Cancel

This option will start a look up and then calculate a selling price based on the quantity and number of

stitches on the embellishment.

First you will enter a base price that will include a specified number of stitches and then add a pro-rated amount per thousand stitches, to be *added* if the stitch count is higher than the initial number of stitches included.

For example:

- Enter an inclusive number of stitches (say: 5000) under *Stitches Incl* and a selling amount under *Retail*, let's say: \$5.50
 - Now, if the number of stitches on the design is anywhere between 0 and 5000, the price will be the same: \$5.50
- Then, enter a rate in the *Rate per thousand* column, let's say: \$0.70 (we are adding 70 cents per 1000 stitches above the initial 5000)
 - If the stitch count on the order is more than 5000, FastManager will **round up** the stitch count to 6000 and charge \$5.70
 - If the stitch count on the order is more than 6000, FastManager will **round up** the stitch count to 7000 and charge \$6.40



There is very little calculation involved in this method, it's basically just a lookup table.

Embroidery Price Lists

NewOpenDelete

Exit

Price Matrix

Prices are based on quantity and stitch count

This method will charge the retail price up to the number of included stitches, and then add a pro-rated amount for additional stitches.

Enter...

☒ Both cost and retail

☐ Cost and calculate retail

☐ Retail and calculate cost

Re-Calculate

Copy RowDelete Row

Min Qty	Stitches Incl	Retail	Rate per 1000	Cost	Cost per 1000
0	5000	5.50	0.70	4.69	0.35
12	5000	4.20	0.50	3.75	0.30
30	5000	3.80	0.40	3.25	0.25
54	5000	3.40	0.35	2.40	0.25
90	5000	3.30	0.30	2.70	0.25
150	5000	3.20	0.30	2.70	0.25
294	5000	3.00	0.30	2.40	0.25
582	5000	2.75	0.30	2.40	0.25
0	0	0.00	0.00	0.00	0.00

Done



As with the flat rate based on qty, you can enter both the cost and retail prices or calculate either of them.

Matrix Based On Stitch Count Breaks And Quantity

Embroidery Price Lists

New Open Delete Exit

General Additional Charges Auto Schedule Machines

Menu Description: Cust - Embroidery- New Order

Print Description: Embroidery

Out Source To: Don't out source

Sales Group: Embroidery

Default Stitch Count: 10000

Item Taxable? Tax 1: Non Tax 2: Non

☒ By default sync with item qty ?

☐ Auto Amortize ☒ Print on customer documents ☐ Auto Hide ☐ Excl from Sales Comm

Select Price Method

	Cost	Retail
<input type="radio"/> Flat Price	0.00	0.00
<input type="radio"/> Price based on qty		
<input type="radio"/> Pro-Rated matrix based on stitch count and qty		
<input checked="" type="radio"/> Matrix based on stitch count breaks and qty		

Edit...

Save Save As New Cancel

This matrix works well if you charge a flat rate if the stitch count falls within a specified range.

- For example: On a quantity of 12, if the stitch count is anywhere between 2000 and 4999 stitches then the selling price will be \$5.00
- Whether the stitch count is 2300 or 4500 you will still charge \$5.00 (with different rates being charged within different stitch count ranges)

Embroidery Price Lists

New Open Delete Exit

Price Matrix

Enter the number of stitch count breaks you have 5

Embroidery prices are based on the stitch count break and number rows that you embroider. Please enter the number of stitch count breaks you have, then click on the column header to edit the stitch count.

Enter...

☐ Both cost and retail
 ☐ Cost and calculate retail
 ☒ Retail and calculate cost

☐ Enter rate per 1000 Re-Calculate

Your Cost Your Retail

Copy Row Delete Row

Qty	Profit	0	1000	2000	5000	10000
0	0	1.00	2.00	5.00	10.00	15.00
48	0	0.90	1.80	2.50	7.50	12.00
0	0	0.00	0.00	0.00	0.00	0.00

Done

Start by entering the total number of Stitch count breaks you will have (the number can easily be changed later, but you need at least 2 for this to work)



- If you select: Both cost and retail -
 - then you must manually fill out both the Your Retail and the Your Cost tabs
- If you select: Cost and calculate retail -
 - fill out the Your Cost tab (including the Markup column) and click on Re-Calculate to populate the Retail tab
- If you select: Retail and calculate cost -
 - fill out the Your Retail tab (including the Margin column) and click on Re-Calculate to populate the Cost tab

Next, on the Your Retail tab - click on the column header: click to edit and enter 0 as the first stitch count break.



The first break will *always* be 0

Then enter the next stitch count break in the 2nd column, 3rd column, and so on

Now enter the selling price on the first row under each of those columns

Then you can proceed to enter quantity breaks under the Qty column with corresponding selling prices in each "stitch-count break" column.



This will be the selling price for any stitch count **up to and including** the number specified in the column-header. For example:
Any stitch count between 1000 and 1999 will be charged at \$1.00 (for qty's below 48)

[emb_pro-rated-matrix.mp4](#)

Additional Charges

You can add an unlimited number of additional charges such as digitizing, artwork, bagging and special thread colors etc.

Click on the Additional Charges Tab

- To create a new additional charge, click on the Add button
- To edit an existing charge, select the charge from the list below, and click on the Edit button.
- To delete an existing charge, select the charge from the list below, and click on the Delete button.



You can change the order in which the additional charges will appear in your sales screen by selecting the charge in the list below and then use the Move Row Up and Move Row Down buttons.

[add-charge.mp4](#)

1.) Defaults (can be overridden on the order)

Select if you want FastManager to add this additional charge to the sales screen by default.

- You can always remove or add it on the fly from the sales screen, by deleting the row, or right clicking on the actual embroidery line item and select Additional Charges



In case you or your sales reps forget to charge your customer for additional services it may best to add the line item *by default* and then to delete it from the sales screen if necessary later on.



However

If the additional charge is something that you won't charge on a regular basis then it might be better to add these items on the fly later as it could become time consuming to delete these rows every time.

2.) Basic Settings

Next enter a user friendly menu description.

- This is the description that will display when you add this charge on the fly, by right clicking on the embroidery charge line in your sales screen and select 'Additional Charges'

Then enter the default print description. This is the description that will print on your quotations, work orders and invoices. You can over type this description in the sales screen.

If you are out sourcing this additional charge check the 'Out source to' check box and select a default vendor from the drop down list. FastManager will add this item to your PO wizard if this option is selected.

- This is a default setting - the supplier can be changed on the order or on the PO.

You can have FastManager sync the number of items, by default, with the number of colors or items if you like.



For example: If the additional charge was bagging you may want to synchronize the quantity with the total number of items on the order.

3.) Cost & Selling price

Enter your cost and selling price

The cost has a twofold purpose:

- If you are out-sourcing this service to another vendor then FastManager will use this cost table when generating a PO
- FastManager will also use this cost to calculate the estimated profit on your work order.

4.) Tax settings

Select if the line item should be taxed or not.



Tax 2 will almost always be *Non* - don't change this unless you have a good reason to do so

5.) Scheduling Options (only relevant if you have the Scheduling module enabled)

If you are using the auto scheduling module, you can select if you want FastManager to automatically create a task or simply add additional time to your machine if this charge is present as a line item in your work order.



For example: If this additional charge is Digitizing you may want to create a task



for your art department.

If this additional charge is Metallic Thread you may simply want to add an additional 30 seconds per garment to your machine time.

If you are creating an additional task you can also specify when you want FastManager to schedule it.

Embroidery Price Lists

New Open Delete Exit

Additional Charge

Menu Description: Unbagging Fee

Print Description: Additional Charge to Unbag Goods

Sales Group: Embroidery

Out Source To: Don't out source

Sync Qty With: Embroidery Quantity

Cost: 0.10 Retail: 0.15 Item Taxable? Tax 1: Non Tax 2: Non

Auto Schedule:

☒ Auto Schedule ?

☐ Add to machine time ?

If not, create a new task for this department: Packing

Add Seconds per qty: 15

Schedule 5 days before the press date

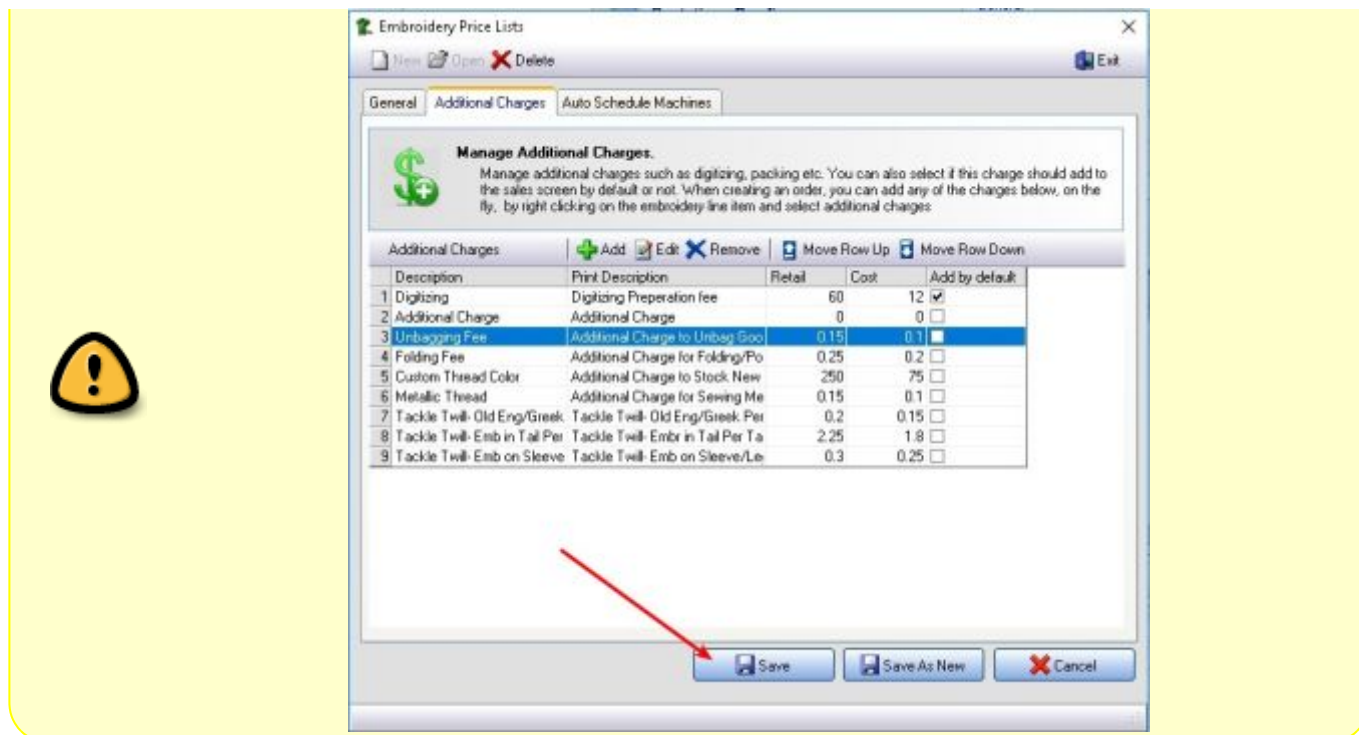
Number of days before: 5

Buttons: Save, Cancel

When complete, click on the Save button to commit your changes.

You still need to save the entire price list at the end for these changes to take effect.





You can duplicate an entire list of additional charges by duplicating the actual Embroidery Price:
Open any existing item, then simply give it a new name and click on **Save As New**

Auto Scheduling Machines



You must first add all the machines that will be available at: **Scheduling → Embroidery Machines**

If you want to make use of FastManager's auto scheduling module you need to tell FastManager how to select and schedule a machine when using this embroidery item.

Click on the **Auto Schedule Machines** tab.

- From here you will tell FastManager which of your machines are capable of doing this particular type of embroidery.
 - For example: you would probably not want to include your 12 head machine if this embroidery item is called 'Names'.



You can also set rules, so FastManager will not select the machine if certain parameters are not met.
For example: you would not want to run any job under 2000 stitches on the 12 head machine as the machine will complete the job before you are done hooping for the next round.

To edit an existing machine, select the machine from the list below, and click on the Edit button.

To delete an existing machine from this price list, select the machine from the list below, and click on the Delete button

To add a new machine, click on the Add button.

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[add_charge_scheduling.mp4](#)

Once you click on either Edit or Add , you should see this screen:

Machine Setup

From the drop down list select the machine that you want to include in the list of machines that can accommodate this price list.

- Enter the **min qty** that this machine is allowed to run.
 - FastManager will automatically eliminate this machine when trying to schedule this job if the min qty is not met.

- Enter the **max qty** that this press is allowed to run.
 - FastManager will automatically eliminate this machine when trying to schedule this job if the max number of pieces are exceeded.
- Then select the minimum number of days *prior to the Ship Date* you want FastManager to search for an open slot to run this machine.



FastManager will try and find an open spot in your schedule <this many days> prior to your ship date. If it cannot find an open spot then FastManager will automatically try the day before and so on.

The number of days it will try is based on the number of days you enter in here. The higher the number the higher the probability that FastManager will see the job as doable. However you will have less time to complete the art and get the goods in. 3 is normally a good number.

- Select the min and max number of stitches that this machine can run.



If you are running a low number of stitches on a machine with many heads, then the machine will run faster than you can hoop. So you may want to prevent your 12 head machine from running less than 2000 stitches.

Calculating Production Time

We now need to tell FastManager how it is going to calculate production time for this machine.



Remember that these production times are based on producing if this price list is selected in your sales screen.

For example:

If this price list is 'Embroidering Caps' then you will have different times than if this price list was 'Embroidering Polos'.

First we need to enter a base time.

This would be the minimum time that you want to schedule a job for and FastManager will start with the base time. This would basically include how long it takes to get the shirts, thread and backing to the machine. This does NOT include setup and break down time.

Next we need to enter the setup and break down time.

This time is calculated "per head". Thus FastManager will multiply the time with the number of heads, and then add it to the base time.



These times are specified in seconds. If you click on the calculator button it will automatically ADD additional seconds to the existing number of seconds.

For example:

If you want to enter 7 minutes for the base time then you would click on the calculator



button and select 5 min and then click on the calculator button again and select 2 min.

Next you need to select your machine speed - how many stitches can this machine run per minute. *Bear in mind that this number could change depending on the type of embroidery, specifically: the type of embroidery that this particular pricelist item is being setup for.*

Click on the Save button when you are done.



Remember that you also need to save the entire price list for these changes to take effect.

[← Markups & Pricelists](#)

[Catalogs & Items:
Overview ⇒](#)

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