

# Adding Embellishment Charges



For an in-depth look at how to configure and setup your embellishment pricelists, [click here](#)

## Adding Screenprinting Charges

To add screen printing charges, click on the Add Screen Printing button.

Style	Description	Location	Color	Size	Qty	Unit Price	Line Total	Tax 1	Tax 2	PO	Hic
1 2000	Basic Chef Pant		BLACK	XXS	5	65.46	327.30	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 2000	Basic Chef Pant		BLACK STR	XS	5	65.46	327.30	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3 TEMP	Temporary Item			XL	1	31.52	31.52	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Custom Screen Printing				11	0.00	0.00	Non	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Screen Usage Charge				5	0.00	0.00	Non	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Artwork Preparation per ho				1	0.00	0.00	Non	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>					1	0.00	0.00			<input type="checkbox"/>	<input type="checkbox"/>

You will see a pop-up menu showing you all your different screen printing price lists.

- Select the appropriate price item and FastManager will automatically add the embellishment costs as well as any additional charges you have setup as default to the sales screen.

FastManager will set focus to the Location field so you can immediately select the embellishment location.

Then change the number of colors you want to print which will effect your print price

- as well as your estimated production time if you are using the Auto Scheduling module.

If some of the additional charges do not apply, simply select that row and click on the Delete Row

button to remove the charge.

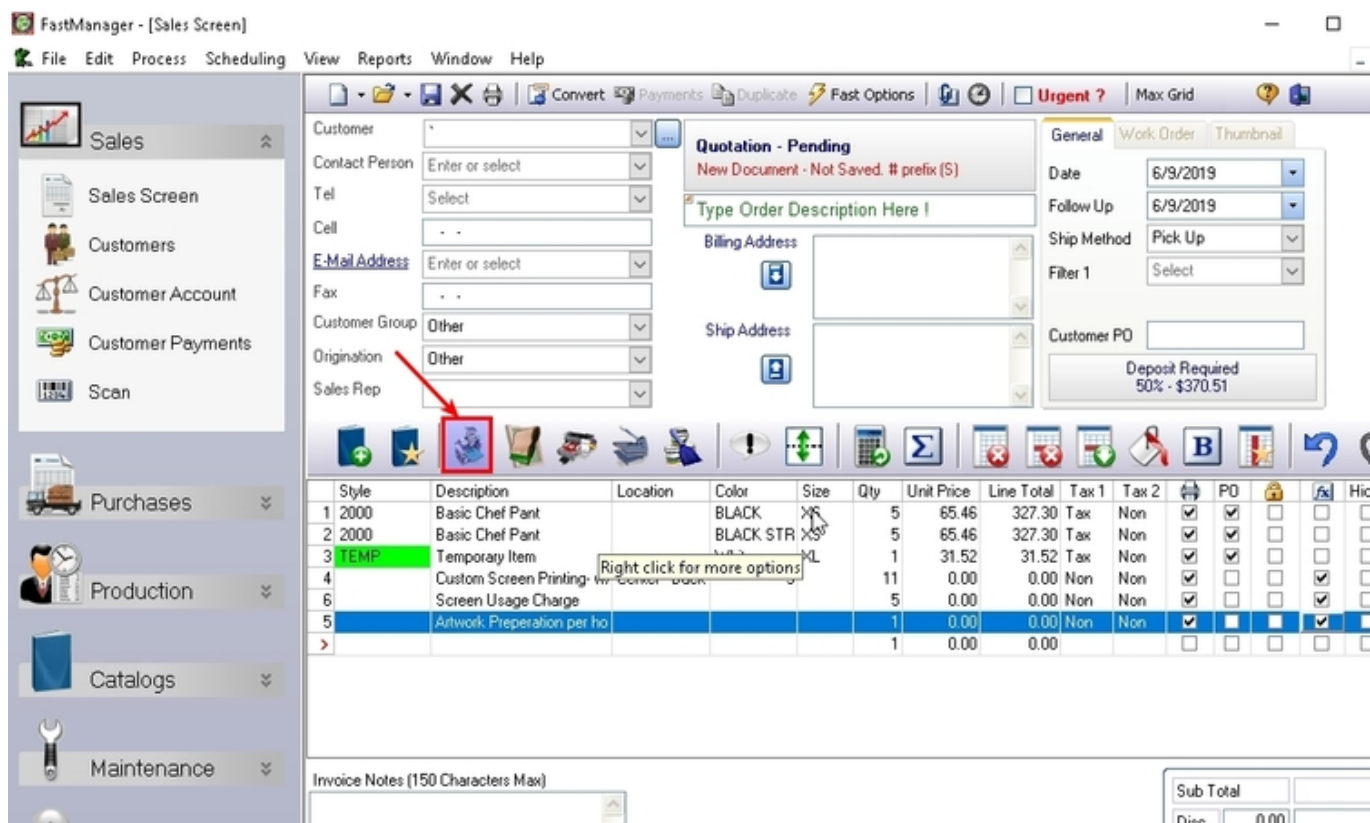
If you need to add any other additional charges, right-click on the 'Screen Printing Line' and select Additional Charges from the pop-up menu.

You can now amortize the embellishment cost into the garment.

[add\\_sp\\_charge.mp4](#)

## Adding Embroidery Charges

To add embroidery charges, click on the Add Embroidery button.



You will see a pop-up menu showing you all your different embroidery price lists.

- Select the appropriate embroidery item and FastManager will automatically add the embellishment costs, as well as any additional charges you have setup as default, to the sales screen.
- FastManager will set focus to the 'Location' field so you can immediately select the embellishment location.



You can change the number of stitches under the Color column.

- If your price list is stitch-count dependant then this will effect the embroidery price as well as the estimated production time if you use the auto scheduling module.

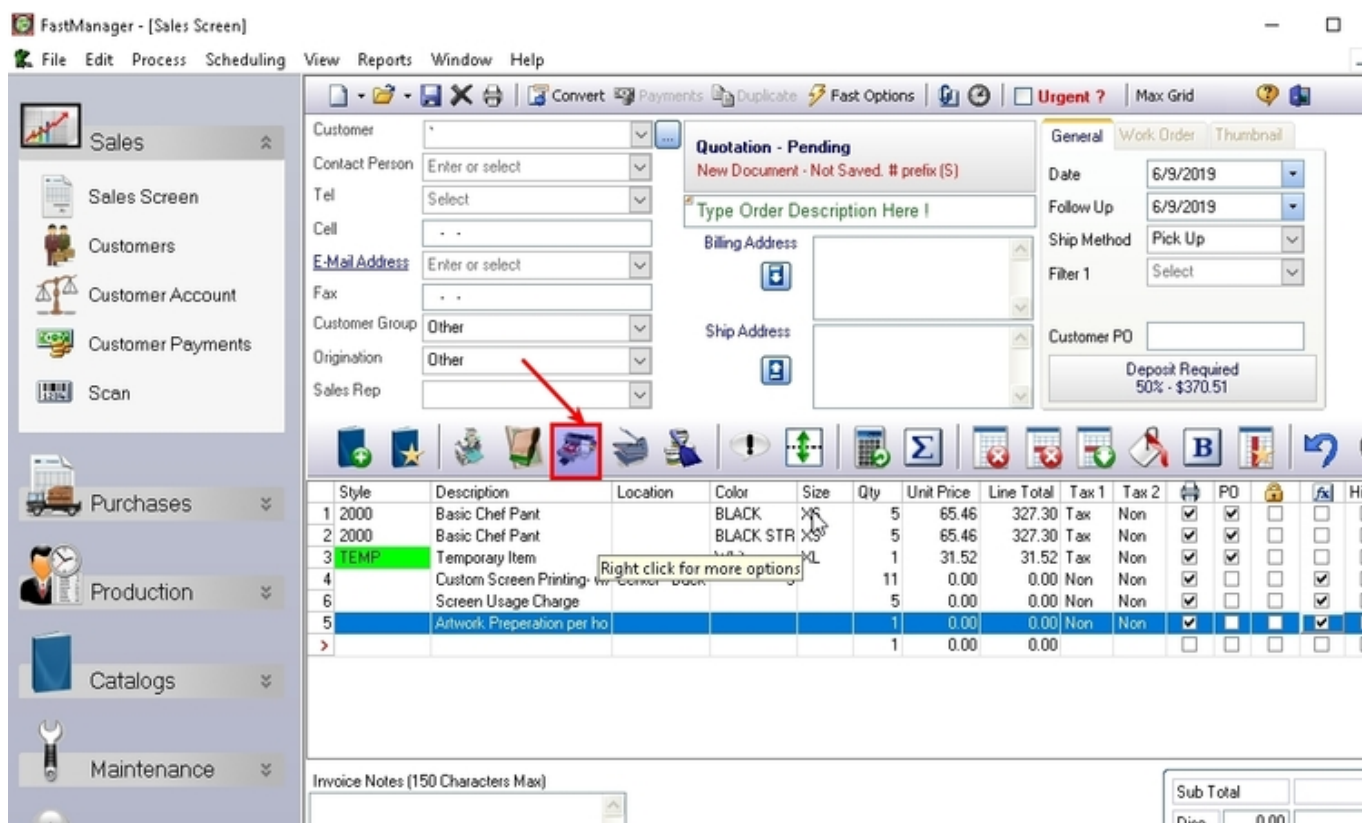
[add\\_emb.mp4](#)

### The rest is the same as for Screen Printing:

- If some of the additional charges do not apply, simply select that row and click on the 'Delete Row' button to remove the charge.
- If you need to add any other additional charges, right click on the 'Embroidery' Line and select Additional Charges from the pop-up menu.
- You can now amortize the embellishment cost into the garment.

## Adding Direct To Garment Charges

To add direct to garment printing (DTG) charges, click on the Add Direct To Garment Printing button.



The rest is the same as it is with Screenprinting and Embroidery

## Adding Heat Pressing Charges

To add heat pressing charges, click on the Add Heat Pressing button.

FastManager - [Sales Screen]

File Edit Process Scheduling View Reports Window Help

Customer: [Enter or select] **Quotation - Pending**  
 Contact Person: [Enter or select] New Document - Not Saved. # prefix (S)  
 Tel: [Select]  
 Cell: [Enter or select]  
 E-Mail Address: [Enter or select] # Type Order Description Here!  
 Fax: [Enter or select]  
 Customer Group: [Other]  
 Origination: [Other]  
 Sales Rep: [Enter or select]

Billing Address: [Enter or select]  
 Ship Address: [Enter or select]

General Work Order Thumbnail  
 Date: 6/9/2019  
 Follow Up: 6/9/2019  
 Ship Method: Pick Up  
 Filter 1: Select  
 Customer PO: [Enter or select]  
 Deposit Required 50% - \$370.51

Style	Description	Location	Color	Size	Qty	Unit Price	Line Total	Tax 1	Tax 2	PO	Hic
1 2000	Basic Chef Pant		BLACK	XXL	5	65.46	327.30	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 2000	Basic Chef Pant		BLACK STR	XXL	5	65.46	327.30	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3 TEMP	Temporary Item				1	31.52	31.52	Tax	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Custom Screen Printing				11	0.00	0.00	Non	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Screen Usage Charge				5	0.00	0.00	Non	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Artwork Preparation per ho				1	0.00	0.00	Non	Non	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>					1	0.00	0.00			<input type="checkbox"/>	<input type="checkbox"/>

Invoice Notes (150 Characters Max): [Enter or select]

Sub Total: [Enter or select]  
 Disc: 0.00

The rest is the same as it is with Screenprinting and Embroidery

## Adding Other Services Charges

To add charges for 'Other Services', click on the Other Services button.

The rest is the same as it is with Screenprinting and Embroidery



You can add as many different print locations to an order as you wish.



By default, the embellishment *Quantity* will synchronise with the total number of garments **within the same separator group** (that is, groups separated by a Separator Line)

## Adding Design Detail



For information about the adding Artwork & Design Detail information, see: [Design Detail & Artwork](#)

## Deleting An Embellishment Charge

Deleting a design row is just like deleting any other row on the order:



- Select the row and click on the delete row button

FastManager - [Sales Screen]

File Edit Process Scheduling View Reports Window Help

Customer: [Dropdown] Quotation - Pending  
New Document - Not Saved. # prefix (ES)

Contact Person: [Dropdown] Type Order Description Here!

Tel: [Dropdown] Billing Address: [Text Area]

Cell: [Dropdown] Ship Address: [Text Area]

E-Mail Address: [Dropdown] General Work Order Thumbnail

Fax: [Dropdown] Date: 6/9/2019

Customer Group: Other Follow Up: 6/9/2019

Origination: Other Ship Method: Pick Up

Sales Rep: [Dropdown] Filter 1: Select

Customer PO: [Text Field]

Deposit Required 50% - \$430.76

Style	Description	Location	Color	Size	Qty	Unit Price	Line Total	Tax 1	Tax 2	PO	Hic
1 2000	Basic Chef Pant		BLACK	XS	5	65.46	327.30	Tax	Non	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 2000	Basic Chef Pant		BLACK STR	XS	5	65.46	327.30	Tax	Non	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 TEMP	Temporary Item				1	31.52	31.52	Tax	Non	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Custom Screen Printing				11	0.00	0.00	Non	Non	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Screen Usage Charge				5	0.00	0.00	Non	Non	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Artwork Preparation per ho				1	0.00	0.00	Non	Non	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Embroidery	Chest - Left		5000	11	5.50	60.50	Non	Non	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Digitizing Preparation fee				1	60.00	60.00	Non	Non	<input checked="" type="checkbox"/>	<input type="checkbox"/>
>					1	0.00	0.00			<input type="checkbox"/>	<input type="checkbox"/>

Invoice Notes (150 Characters Max)

Sub Total: [Text Field]  
Disc: 0.00



You will not be able to delete the design row unless you first delete the Design Detail from it. See: [Deleting design detail](#)

← [Sales: Overview](#)

[Adding Artwork & Design Detail](#) →

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