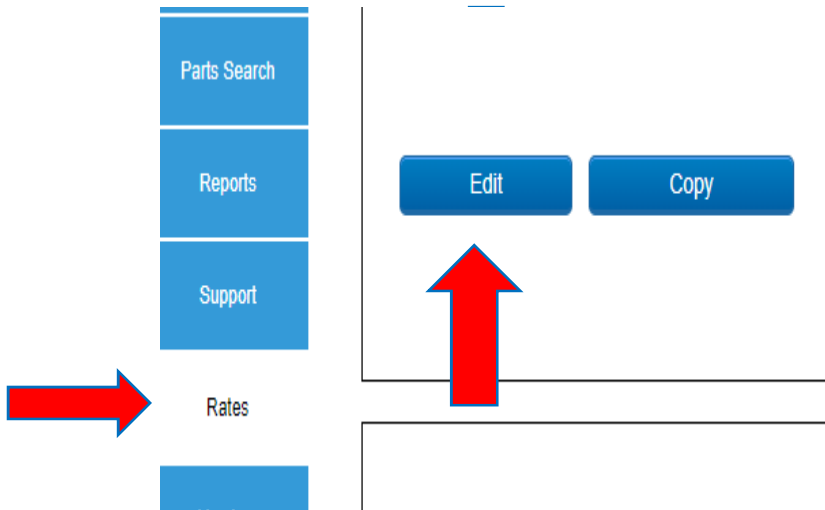


## Rate Profiles



Next you will want to click on the “**Rates**” tab on the left side menu.

**\*\*\*\*If at any time you would prefer to have assistance setting up or changing a Rate Profile, *DO NOT* hesitate to contact us at 888-932-3780 \*\*\*\***

Once in the Rates tab click the “**Edit**” button to the default rate profile.

### 1 Labor

Type	Select other category to include in	Rate	
Body		42	/ Hrs.
Paint		40	/ Hrs.
Mechanical		40	/ Hrs.
Frame		40	/ Hrs.
Structure		40	/ Hrs.
Electrical		40	/ Hrs.
Detail		18	/ Hrs.
Cleanup		10	/ Hrs.
Other		15	/ Hrs.
Glass		35	/ Hrs.
Clearcoat	Paint		

For Dis

Scroll down so that you can see **Section 1 Labor**. On the *left* side of this section enter or change your labor rates in the table. \*\*\*Labor rates for an operation may be included in the total for another operation by using the appropriate drop-down box in the rate table. ***The example here will include the Clearcoat labor with the Paint labor, applying the Paint Labor rate to the Clearcoat labor.***

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On the right of your rates you have options for “**Caps**”. Caps apply a limit to the total accrued for the entry. Caps may be set to hours or a dollar amount. However, if a cap is selected, its amount may not be zero. To the right of caps is the Tax column. Put a Check in the appropriate boxes if you charge tax on your labor.

Cap Type?	Cap Amount	Tax	Discount / Markup
<input type="radio"/> \$ <input type="radio"/> Hrs. <input checked="" type="radio"/> None	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	<input type="text" value="0"/> %
<input type="radio"/> \$ <input type="radio"/> Hrs. <input checked="" type="radio"/> None	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	<input type="text" value="0"/> %
<input type="radio"/> \$ <input type="radio"/> Hrs. <input checked="" type="radio"/> None	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	<input type="text" value="0"/> %
<input type="radio"/> \$ <input type="radio"/> Hrs. <input checked="" type="radio"/> None	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	<input type="text" value="0"/> %
<input type="radio"/> \$ <input type="radio"/> Hrs. <input checked="" type="radio"/> None	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	<input type="text" value="0"/> %
<input type="radio"/> \$ <input type="radio"/> Hrs. <input checked="" type="radio"/> None	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	<input type="text" value="0"/> %
<input type="radio"/> \$ <input type="radio"/> Hrs. <input checked="" type="radio"/> None	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	<input type="text" value="0"/> %
<input type="radio"/> \$ <input type="radio"/> Hrs. <input checked="" type="radio"/> None	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	<input type="text" value="0"/> %
<input type="radio"/> \$ <input type="radio"/> Hrs. <input checked="" type="radio"/> None	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	<input type="text" value="0"/> %
<input type="radio"/> \$ <input type="radio"/> Hrs. <input checked="" type="radio"/> None	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	<input type="text" value="0"/> %
<input type="radio"/> \$ <input type="radio"/> Hrs. <input checked="" type="radio"/> None	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	<input type="text" value="0"/> %

**“Discount/Markup”** If a discount is to be applied, enter a minus sign before the number for the percentage of discount. A markup is accomplished by entering the number for the percentage alone. This enables the estimator to enter the actual wholesale or jobber part cost while Pro-Estimator calculates resale charges and prints them on the estimate report.

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Scroll down to **Section 2 Supplies**. Supplies may be set up to have an hourly charge. Like labor changes, supply totals may be included with another by using the drop-down box in that table. Caps, Tax, and Discount work the same as the Labor rate box above.

## 2 Supplies

Apply caps ☒ before ☐ after being included.  
For Discount/Markup, enter 10 for 10% markup, -10 for 10% discount.

Type	Rate	Cap Type?	Cap Amount	Tax	Discount / Markup
Body	18 /hr.	<input type="radio"/> \$ <input type="radio"/> Hrs. <input checked="" type="radio"/> None	0	<input checked="" type="checkbox"/>	0 %
Paint	18 /hr.	<input type="radio"/> \$ <input type="radio"/> Hrs. <input checked="" type="radio"/> None	0	<input checked="" type="checkbox"/>	0 %
Clearcoat	Paint ▼	<input type="radio"/> \$ <input type="radio"/> Hrs. <input checked="" type="radio"/> None	3.5		%

Scroll down to **Section 3 Parts**. Caps, Tax, and Discount work the same as previous sections.

## 3 Parts

Type	Cap?	Cap Amount	Tax	Discount / Markup
Retail	<input type="checkbox"/>	0	<input checked="" type="checkbox"/> Taxable	0 %
LKQ	<input type="checkbox"/>	0	<input checked="" type="checkbox"/> Taxable	0 %
Aftermarket	<input type="checkbox"/>	0	<input checked="" type="checkbox"/> Taxable	0 %
Reman	<input type="checkbox"/>	0	<input checked="" type="checkbox"/> Taxable	0 %
Other	<input type="checkbox"/>	0	<input checked="" type="checkbox"/> Taxable	0 %

Once you have made all your changes scroll up and click **“Save”**

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