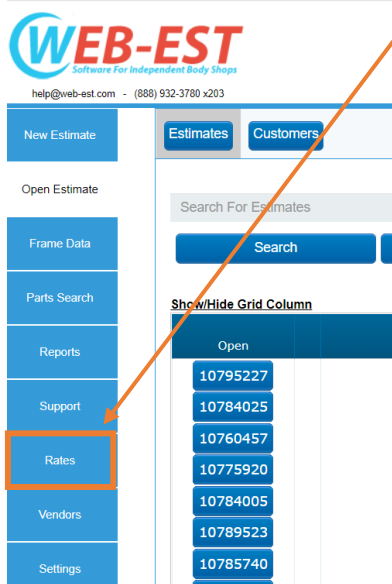
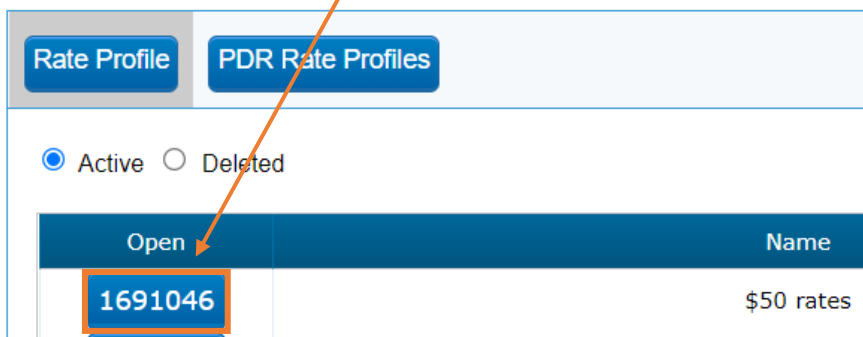


To change your tax rate for all future estimates:

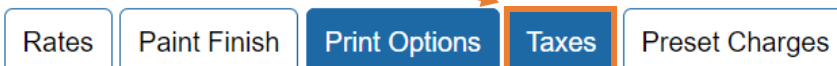
1. On the left sidebar, select "**Rates**"



2. Then select the **blue button** on the left side of your rate profile:



3. Then select the "**Taxes**" tab at the top of the page.



Profile Name: \$50 rates

4. Then in section “1” change your tax rate and select the “Save” button.

1 Sales Tax

2

Save

Tax Rate 6

Additional Tax Levels 0

Amount 2nd Tax Rate Begins. 0

2nd Tax Rate 0

☐ Tax labor and parts separately

Text t

To change the tax rate on an Existing estimate:

- First you will open the estimate.
- Then at the top of the page, select “Edit Rate Profile”.

| 2021 Kia -Sportage LX | | \$0.00

ges Details Payment Info Print Send Estimate Edit Rate Profile

- Then repeat steps 3 & 4 listed above.