

Freight

Last Modified on 22/05/2026 11:46 am EDT

Freight

Freight can be recorded against a booking either...

- Manually on the booking equipment tab and/or
- Using predefined freight on the booking freight tab. Using this option freight is set up outside the booking (usually during initial data setup) and selected on the freight tab during booking entry.

Pricing Parameter #24 defines how freight is entered on the booking

- Single Freight Charge

The screenshot shows a 'Pricing Summary' form with the following fields:

Pricing Summary	
Total Hire	298.89
Del/pickup	54
Collection	54
Crew	600

On the right side, there is a 'Hire discount @ rate %' section with two input fields, both containing '0'.

- Delivery, Collection, Fuel Surcharge (fuel surcharge is across all bookings and is entered when setting the parameter)

This screenshot is identical to the previous one, but the 'Del/pickup' field is highlighted with a red box.

- Fuel Surcharge and 'Allow Manual Entry of Freight' preferences are set in the same parameter. Freight can also be locked, left unlocked or only locked when a booking is confirmed via Pricing Parameter #25

The screenshot shows the configuration for Pricing Parameter #24:

24. Freight Charge Breakdown	<input type="radio"/> Delivery, Collection and Fuel Surcharge	<input checked="" type="radio"/> Single Freight Charge	i	
Allow manual entry of freight prices?	<input type="checkbox"/>			
25. Freight Price Lock Default	<input checked="" type="radio"/> Not Locked	<input type="radio"/> Locked When Confirmed	<input type="radio"/> Always Locked	i

Manual Freight Entry

When activated, users can choose to manually enter freight on the Equipment Tab of a booking (per screenshot

below). It's important to note that the freight tab is still available and any freight entered under the freight tab of the booking will supersede manual freight entry. This freight cost makes up part of the booking total price.

To activate this option set 'Allow Manual Entry of Freight = YES' in Pricing Parameter #24

The screenshot shows a software interface with a table of items and a pricing summary window. The table has columns for Code, Description, Quantity, Avail, Short, Cross rental, Quick T/A, Unit Rate, Days, %Disc, Price, Status, C, and W. The items listed are:

Code	Description	Quantity	Avail	Short	Cross rental	Quick T/A	Unit Rate	Days	%Disc	Price	Status	C	W
MONR	Monitor rack	1	1	0	0	0	175	1	0	175	Single	✓	✓
BENQ	Benq widescreen	2	In Rack	0	0	0	175	1	0	350	Component	✓	✓
WCTL	Wireless Camera Tally Light	1	2	0	0	0	123.89	1	0	123.89	Single	✓	✓
WCT	Wireless Camera Transmitter	1	9	0	0	0	0	1	0	0	Component	✓	✓
CDO	Camera dolly	1	11	0	0	0	0	1	0	0	Component	✓	✓

Below the table is a 'Pricing Summary' window with the following fields:

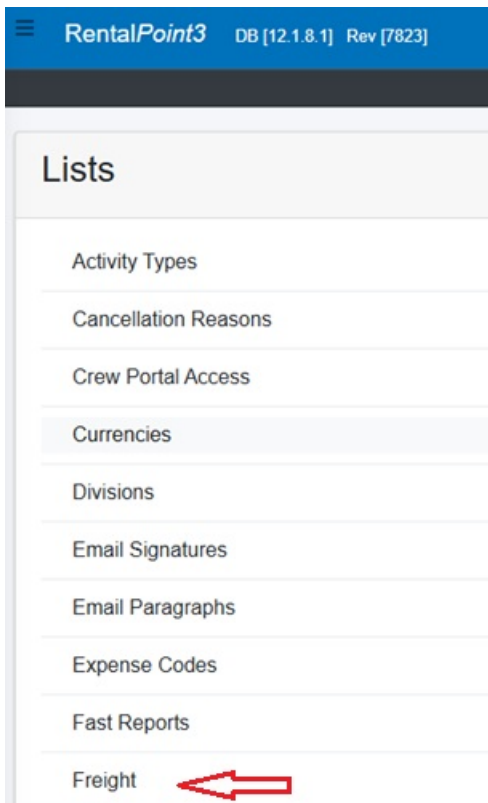
Total Hire	298.89	Hire discount @ rate %	0	0 %	Actual	0
Del/pickup	54				Sub total	1,006.89
Collection	54				Exempt	0
Crew	600				GST	74.57
		Event Management	0	0 %	Total Price CAD	1,081.46
		Damage waiver	0			

Predefined Freight - The Display Window

The screenshot shows a software menu with the following items:

- Reports
- Assets
- Setup

The 'Lists' item is highlighted with a red arrow.



The freight setup window displays differently based on parameter settings.

- When **Pricing Parameter #24** is set to 'Allow Manual Entry of Freight'
 - One charge for freight will be entered on the booking
 - The freight window displays as below
 - Region and Location fields display for multi-location systems only.

Freight Setup

Search:

#	Description	Service	Our truck	Zone	Base rate	Region	Location	Action
1	UPS	Regular	No	0	1.50	All Regions	All Locations	
2	ups	Express	No	0	50.00	All Regions	All Locations	
3	UPS	Regular	No	1	3.00	All Regions	All Locations	
4	UPS	Express	No	1	65.00	All Regions	All Locations	
5	FEDEX	Ground	No	1	100.00	All Regions	All Locations	
6	FEDEX	Ground	Yes	1	140.00	All Regions	All Locations	
7	FEDEX	Air	No	3	69.00	All Regions	All Locations	

Showing 1 to 17 of 17 entries

Enable Default Built-in Method

- Del via "we deliver" is default
- Delivery via customer is default
- Return via "we pickup" is default
- Return via customer is default

- When **Pricing Parameter #24** is set to 'Allow Manual Entry of Freight' = NO
 - The freight window displays as below.
 - The parameter also sets either
 - Single Freight Charge
 - A combined charge is stored for delivery and collection

- OR 'Delivery, Collection and Fuel Surcharge'
 - Separate delivery and collection charges are stored against the booking along with a fuel surcharge
- With no manual entry permitted, shipping costs can be calculated using the base rate up to a specified weight, however for freight greater than the defined weight a higher charge can be applied using the Rate per unit entered against each weight threshold.
- Region and Location fields display for multi-location systems only.

Freight Setup

Search:

#	Description	Service	Our truck	Zone	Base rate	> weight	Rate per unit	> weight	Rate per unit	> weight	Rate per unit	> weight	Rate per unit	> weight	Rate per unit	Region	Location	Action
1	UPS	Regular	No	0	1.50	5.00	2.00	10.00	2.00	15.00	3.00	20.00	3.00	25.00	4.00	All Regions	All Locations	
2	ups	Express	No	0	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	All Regions	All Locations	
3	UPS	Regular	No	1	3.00	5.00	8.00	10.00	10.00	15.00	12.00	15.00	15.00	20.00	20.00	All Regions	All Locations	
4	UPS	Express	No	1	65.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	All Regions	All Locations	
5	FEDEX	Ground	No	1	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	All Regions	All Locations	
6	FEDEX	Ground	Yes	1	140.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	All Regions	All Locations	
7	FEDEX	Air	No	3	69.00	23.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	All Regions	All Locations	

Showing 1 to 17 of 17 entries

Enable Default Built-In Method

- Del via "we deliver" is default
- Delivery via customer is default
- Return via "we pickup" is default
- Return via customer is default

Predefined Freight- Service, Our Truck, Zones, Cost

The Freight Setup window allows for configuration of multiple freight options for pickups and deliveries.

- Service is used to describe the type of service offered by the Freight description
- Our Truck is used to identify deliveries and returns that need to be tracked by the software in the Delivery & Return window
- Zones are used to denote distance to travel, so that the same service can be used to charge different rates for differing distances.
- Cost is used to advise the user of the cost of freight to the company, to avoid undercharging for freight on a booking

Below both a 'Regular' and an 'Express' service are set up for freight description UPS.

Each service covers two zones charged at different Base Rates and escalating rates per unit

Since 'Our Truck' is set to 'No', bookings using this freight option will not display in the Delivery and Return window since we don't need to track this freight in-house.

Freight Setup

Search:

#	Description	Service	Our truck	Zone	Base rate	> weight	Rate per unit	> weight	Rate per unit	> weight	Rate per unit	> weight	Rate per unit	> weight	Rate per unit	Region	Location	Action
1	UPS	Regular	No	0	1.50	5.00	2.00	10.00	2.00	15.00	3.00	20.00	3.00	25.00	4.00	All Regions	All Locations	
2	ups	Express	No	0	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	All Regions	All Locations	
3	UPS	Regular	No	1	3.00	5.00	8.00	10.00	10.00	15.00	12.00	15.00	20.00	20.00	All Regions	All Locations		
4	UPS	Express	No	1	65.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	All Regions	All Locations		
5	FEDEX	Ground	No	1	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	All Regions	All Locations	
6	FEDEX	Ground	Yes	1	140.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	All Regions	All Locations	
7	FEDEX	Air	No	3	69.00	23.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	All Regions	All Locations	

Showing 1 to 17 of 17 entries

Enable Default Built-in Method

- Del via "we deliver" is default
- Delivery via customer is default
- Return via "we pickup" is default
- Return via customer is default

Edit any line entry to modify freight settings

Freight Setup

Description:

Our truck: Zone:

Service:

Base Rate: Cost:

Weight	Rate	Cost
<input type="text" value="5"/>	<input type="text" value="2"/>	<input type="text" value="5"/>
<input type="text" value="10"/>	<input type="text" value="2.5"/>	<input type="text" value="10"/>
<input type="text" value="15"/>	<input type="text" value="3"/>	<input type="text" value="30"/>
<input type="text" value="20"/>	<input type="text" value="3.5"/>	<input type="text" value="50"/>
<input type="text" value="25"/>	<input type="text" value="4"/>	<input type="text" value="80"/>

Region:

Location:

Predefined Freight - Rate Calculations

- Base Rate**

Used to calculate the freight charge up to the maximum weight entered.

Example:

A Base Rate of 7.5 with a Maximum Weight of 10Kg results in a freight charge of \$75

- Rate Per Unit (RPU)**

Applies an additional charge for each unit above the maximum weight threshold, up to the next configured weight range. From the setup shown in line 1 above:

- **Base Rate** =
- **Weight breaks:**
 - 5 lb → rate
 - 10 lb → rate

- 15 lb → rate 3
- 20 lb → rate 3.5
- 25 lb → rate 4

The software analyzes as follows:

Starts with the **BaseRate**

1. Finds the highest matching weight break \leq booking weight (Use the highest weight tier that does not exceed the booking weight)
2. Adds:

$$\text{rate} \times (\text{weight} - \text{first break weight}) + \text{rate} \times (\text{weight} - \text{first break weight})$$

For a booking weight of **20 lb**:

- First break weight = 5
- Matching bracket = 20 with rate 3.5

So:

$$3.5 \times (20 - 5) + 3.5 \times (20 - 5)$$

$$3.5 \times (20 - 5) = 52.5 \quad 3.5 \times (20 - 5) = 52.5 \quad 3.5 \times (20 - 5) = 52.5$$

Then add the base rate:

$$52.5 + 1.5 = 54.0 \quad 52.5 + 1.5 = 54.0 \quad 52.5 + 1.5 = 54.0$$

$$52.5 + 1.5 = 54.0 \quad 52.5 + 1.5 = 54.0 \quad 52.5 + 1.5 = 54.0$$

Fuel surcharge is applied to collection.

Example assuming:

- Collection = 54
- Fuel surcharge rate = 10%

Then:

$$10\% \times 54 = 5.4 \quad 10\% \times 54 = 5.4 \quad 10\% \times 54 = 5.4$$

Total:

$$54 + 5.40 = 59.40 \quad 54 + 5.40 = 59.40 \quad 54 + 5.40 = 59.40$$

Using weight thresholds together with multiple freight services provides considerable flexibility when calculating freight charges.

Predefined Freight - Default Built in Methods

Default freight settings can also be configured. These defaults are automatically applied whenever a new booking is created.

Freight Setup

Search:

#	Description	Service	Our truck	Zone	Base rate	> weight	Rate per unit	> weight	Rate per unit	> weight	Rate per unit	> weight	Rate per unit	> weight	Rate per unit	Region	Location	Action
1	UPS	Regular	No	0	1.50	5.00	2.00	10.00	2.00	15.00	3.00	20.00	3.00	25.00	4.00	All Regions	All Locations	
2	ups	Express	No	0	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	All Regions	All Locations	
3	UPS	Regular	No	1	3.00	5.00	8.00	10.00	10.00	15.00	12.00	15.00	15.00	20.00	20.00	All Regions	All Locations	
4	UPS	Express	No	1	65.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	All Regions	All Locations	
5	FEDEX	Ground	No	1	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	All Regions	All Locations	
6	FEDEX	Ground	Yes	1	140.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	All Regions	All Locations	
7	FEDEX	Air	No	3	69.00	23.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	All Regions	All Locations	

Showing 1 to 17 of 17 entries

Enable Default Built-in Method

- Del via "we deliver" is default
- Delivery via customer is default
- Return via "we pickup" is default
- Return via customer is default

SHAW/88900025 0 - EAST 0 - Toronto

Freight

Delivery via **Service** **Zone** Our number Their number

Return via **Service** **Zone** Our number Their number

Delivery Charge **Delivery Cost**

Collection Charge **Collection Cost**

Predefined Freight on the Booking

Now that freight has been set up it can be used in bookings. If you haven't done so already, log out and back in again to see the latest freight setup.

When freight is selected on a booking, the software intelligently groups the related options together offering one freight option for matching descriptions with differing service and zone options for that description. This setup provides flexibility for operators to manage different freight scenarios, including:

- Charging based on varying travel distances
- Applying preferred freight rates for selected customers
- Offering different shipping priorities and service levels

For our example, UPS will appear once in the list with options under 'Service' for Regular and Express and options under 'Zone' for 0 and 1

Our number/Their number is simply a toggle showing who is paying for freight.

- Our number: the freight cost is added to the booking

- Their number: the freight cost is noted on the booking but **NOT** added to the final quote since it will be paid by the client

SHAW88900025 0 - EAST 0 - Toronto

Freight

Delivery via ups	Service Regular	Zone 0	<input checked="" type="radio"/> Our number <input type="radio"/> Their number	Total Weight 20 lbs
Return via ups	Service Regular	Zone 0	<input checked="" type="radio"/> Our number <input type="radio"/> Their number	Total Volume 0
Delivery Charge 54	Collection Charge 54	Delivery Cost 0	Collection Cost 0	Cubic feet Insurance Value 0.00

Installation Instructions

When freight is entered or modified click 'Apply' so that the latest freight is visible on the Equipment tab.

SHAW88900025 0 - EAST 0 - Toronto

WH Out: 2026/05/12 08:00 In: 2026/05/12 17:00

Code	Description	Quantity	Avail	Short	Cross rental	Quick T/A	Unit Rate	Days	%Disc	Price	Status	C	W
MONR	Monitor rack	1	1	0	0	0	175	1	0	175	Single	✓	✓
BENQ	Benq widescreen	2	In Rack		0	0	175	1	0	350	Component	✓	✓
WCTL	Wireless Camera Tally Light	1	2	0	0	0	123.89	1	0	123.89	Single	✓	✓
WCT	Wireless Camera Transmitter	1	9	0	0	0	0	1	0	0	Component	✓	✓
CDO	Camera dolly	1	11	0	0	0	0	1	0	0	Component	✓	✓

Pricing Summary

Total Hire	298.89	Hire discount @ rate %	0 0 %	Event Management	0 0 %	Actual	0
Del/pickup	108					Sub total	1,006.89
Crew	600			Damage waiver	0	Exempt	0
						GST	74.57
						Total Price CAD	1,081.46

Multi Location Freight

When using the multi-location module, an additional **Location** column will appear in the Freight Setup window allowing the freight option to be assigned either to all locations or to a specific location.

To configure Freight defaults for each location, navigate to **Setup → Locations**. edit the location to find the default settings for both **Delivery** and **Return** Freight options.

Note: When creating a booking, PO, cross rental or transfer, the freight options will display based on the location selected.

[Add New](#)

#	Location Name	Action
0	Toronto	
1	Calgary	
2	Kingston	
3	Edmonton	
4	Lake Louise	
5	Ottawa	

Location Properties

Address Phones Accounting **Defaults** Other Email

Tax Authority 1: Exempt
Tax Authority 2: N/A
Default Price set: Standard price
Freight Delivery: **We Deliver**
Freight Pickup:

- We Deliver
- Customer
- Canada Post - Ground
- FEDEX - Air
- FEDEX - Ground
- LOCN 0 - GROUND
- LOCN 1 - AIR
- LOCN 2 - SEA
- OUR TRUCK - OUR TRUCK
- ups - Express
- UPS - Regular

