

## Setting Up Hourly Pricing

To set up your hourly pricing, click on the “Tariff Services” shortcut link under the **Tariffs** module on the **MoveIQ homepage**. There, you can add any and all tariffs.

(Note) If you only have one location, simply add one tariff. If you service multiple states and your pricing differs in each state, you will want to add a tariff for each state that you service. If the pricing is the same in all of the states that you service, you can add one tariff and set the tariff for each state you’re located in.

So, first go ahead and click “Add Local Tariff” on the top left-hand side.

Tariff State	Assigned To	Created Time
New York	Beau Roskow	03-14-2018 09:39 AM
NY	Allison Keane	03-13-2018 7:18 PM
NV	Ronda Gentry	03-13-2018 12:58 PM
WI	Kim Tarck	03-12-2018 12:03 PM
CA	brandon.smith	03-09-2018 12:52 AM
CA	brandon.smith	03-09-2018 12:49 AM
CA	brandon.smith	03-09-2018 12:44 AM
NC	Kevin Brogan	02-06-2018 3:16 PM
North Carolina	Kevin Brogan	01-07-2018 6:54 PM
New York	Beau Roskow	01-05-2018 10:40 AM
MO	Greta Noack	05-03-2017 2:50 PM
New York	Beau Roskow	02-20-2018 08:05 AM
New York	Beau Roskow	02-20-2018 08:32 AM
New York	Beau Roskow	02-19-2018 3:51 PM
New York	Beau Roskow	02-19-2018 3:27 PM
NY	Ryan Marsh	02-19-2018 12:42 PM
MD	James McPeak	11-16-2017 12:32 PM
HI	Renee Dominguez	01-10-2018 3:20 PM
NY	Beau Roskow	02-02-2018 3:24 PM
MO	Erin PVL	02-09-2018 4:19 PM

When you click “Add Local Tariff” you’ll be taken to the screen below.

The screenshot shows the 'Creating New Local Tariff' form in the MOVEHQ interface. The form is titled 'Local Tariff Information' and contains the following fields:

* Tariff Name	Demo MoveIQ 01 - MoveIQ	* Tariff State	CA
* Agent Owner	(001) Demo MoveIQ 01	* Status	Active
* Allowed Business Lines	x MoveIQ	* Allowed Commodities	x Household

The zoomed-in view below the screenshot shows the same form fields in a larger format:

* Tariff Name	Demo MoveIQ 01 - MoveIQ	* Tariff State	CA
* Agent Owner	(001) Demo MoveIQ 01	* Status	Active
* Allowed Business Lines	x MoveIQ	* Allowed Commodities	x Household

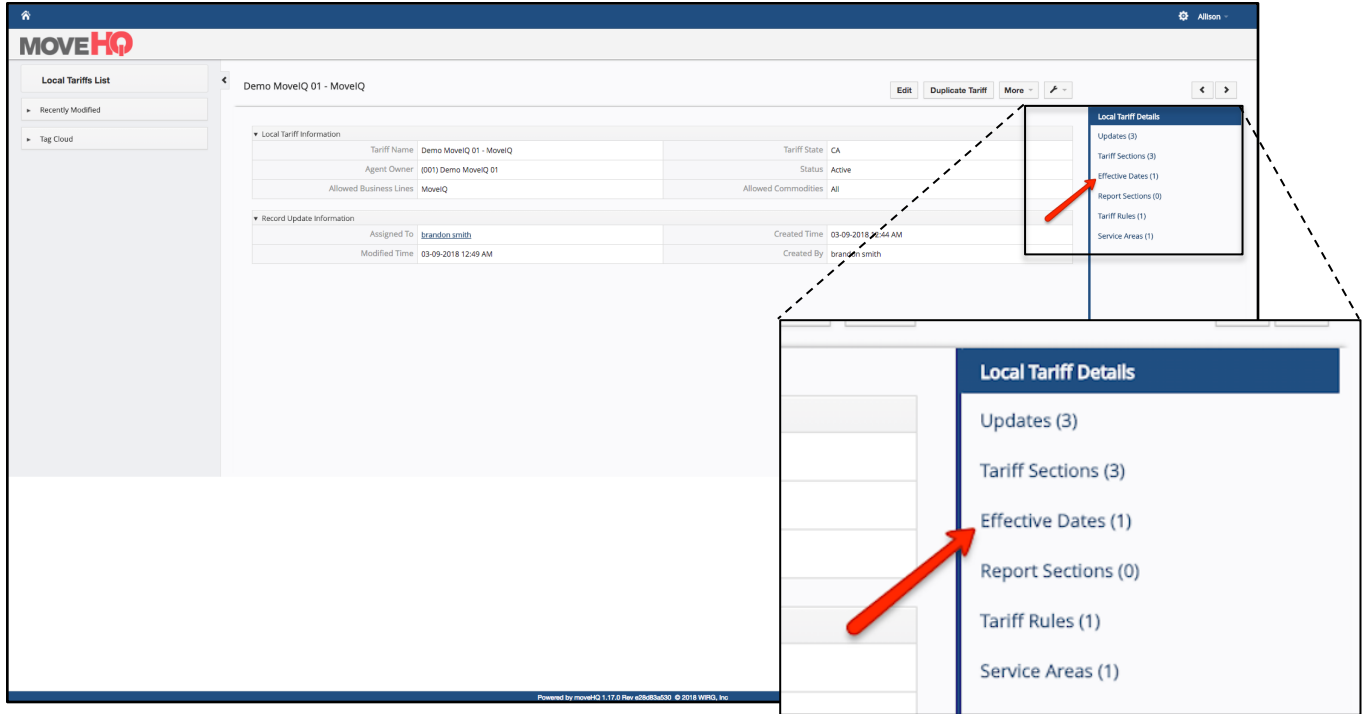
Powered by moveHQ 1.17.0 Rev 60886a00 © 2018 WISG, Inc.

You will see that the only thing you will have to edit here is the **Tariff Name** and **Tariff State**. The **Allowed Business Line** will auto-populate to MoveIQ and **Allowed Commodities** to Household.

(Note) We recommend naming your tariffs by state. For example, “VA Tariff,” “MD Tariff,” or “D.C. Tariff.” Then, select the state that you want this pricing to apply to.

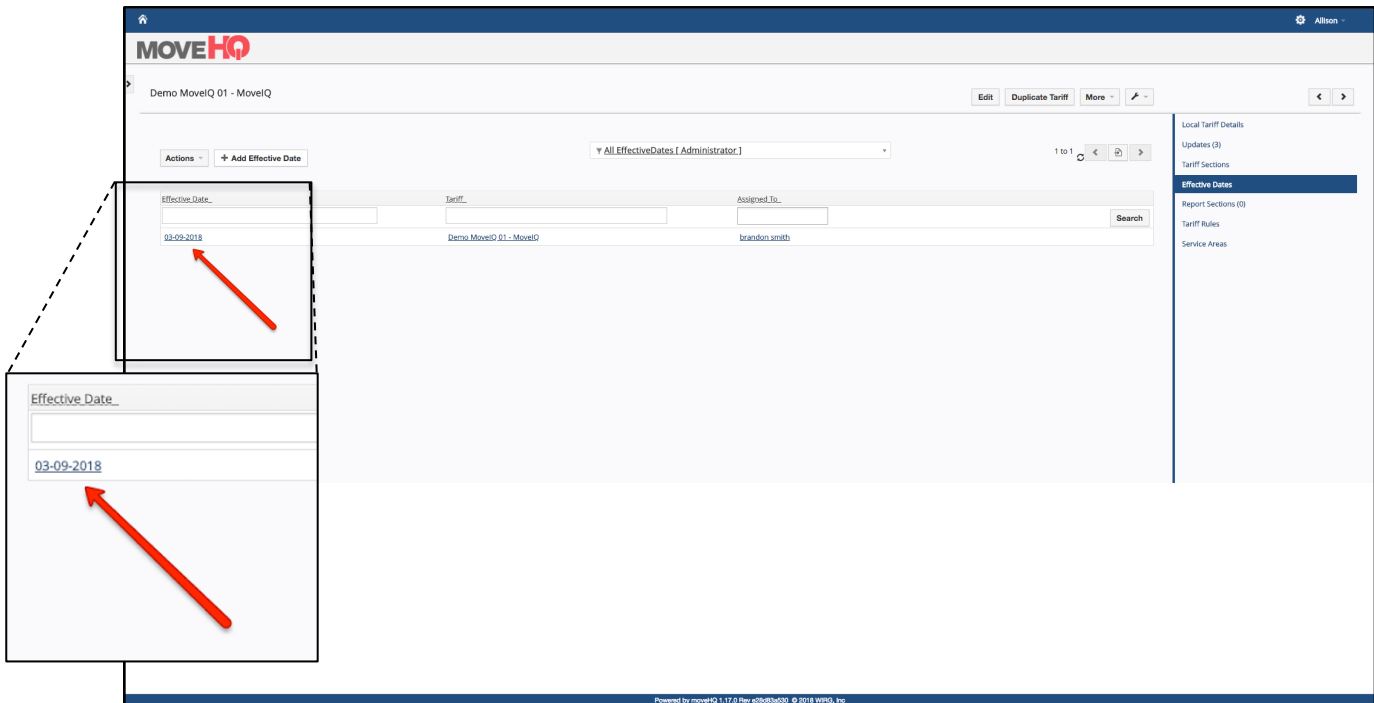
Hit Save and you can view the tariffs you’ve added.

Next, you will want to click into “Effective Dates.”



(Note) The effective date is automatically set to the date you've added the tariff. No need to worry about setting any dates here.

Go ahead and click on the date in the position shown below.



Then, click on “Tariff Services” and enter in your standard hourly pricing.

The screenshot shows the 'Effective Date Details' for the date 03-09-2018. The main content area displays 'Tariff Effective Date Information' and 'Record Update Information'. A dropdown menu is open, showing 'Updates (4)' and 'Tariff Services (3)'. A red arrow points to 'Tariff Services (3)'. Below this, a larger inset shows the same dropdown menu with a red arrow pointing to 'Tariff Services (3)'. At the bottom of the page, it says 'Powered by moveHQ 1.17.0 Rev 42882a200 © 2018 WPHQ, Inc'.

The screenshot shows the 'Effective Date Details' for the date 03-09-2018. The main content area displays a table of tariff services. The table has columns for Service Name, Tariff Section, Effective Date, Tariff, and Rate Type. The table contains three rows of data. A search bar is located to the right of the table. At the bottom of the page, it says 'Powered by moveHQ 1.17.0 Rev 42882a200 © 2018 WPHQ, Inc'.

Service Name	Tariff Section	Effective Date	Tariff	Rate Type
Local Moving - Hourly Set	Local Moving	03-09-2018	Demo.MoveHQ 01 -- MoveHQ	Hourly Set
Local Packing - Per CWT	Local Packing	03-09-2018	Demo.MoveHQ 01 -- MoveHQ	Per CWT
Valuation - Charge Per \$100	Valuation	03-09-2018	Demo.MoveHQ 01 -- MoveHQ	Charge Per \$100 (Valuation)



Click on **Local Moving - Hourly Set** and enter in your standard hourly pricing. For example, two crew members and one van for \$100 per hour.

You can also add your additional hourly rates for extra crew members and vans as well as your average weight per crew member per hour.

Click Save and you can move on to your **Local Packing - Per CWT**. Here, you can enter your carton weight — the amount you charge for every 100 lbs of items you pack for the customer.

You'll see that there is a section for Valuation. You don't need to fill out this section, as the program as of now does not include any valuation in the offer shown to Updater users. You'll need to work directly with the Updater user to determine any valuation costs.

Congrats! You've now set up your local hourly pricing.