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.

When you click "Add Local Tariff" you'll be taken to the screen below.

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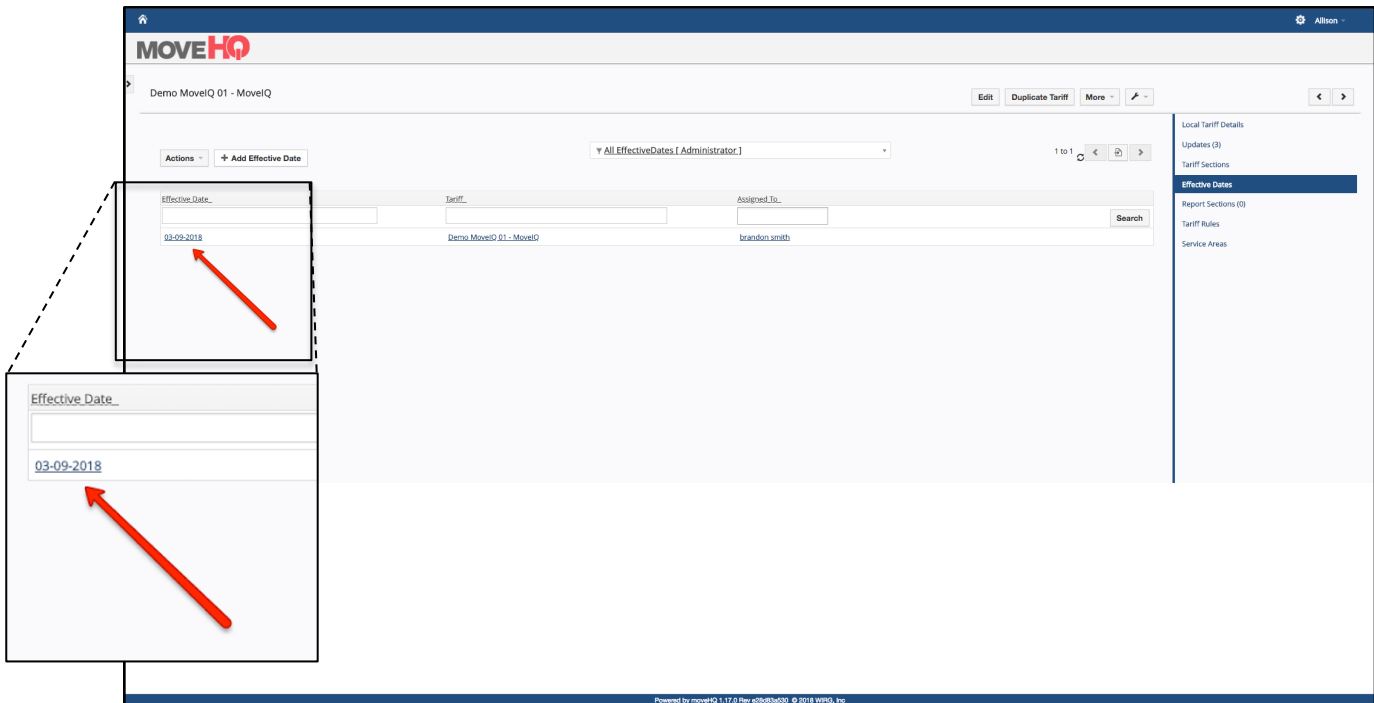
Hit Save and you can view the tariffs you've added.

Next, you will want to click into "Effective Dates."
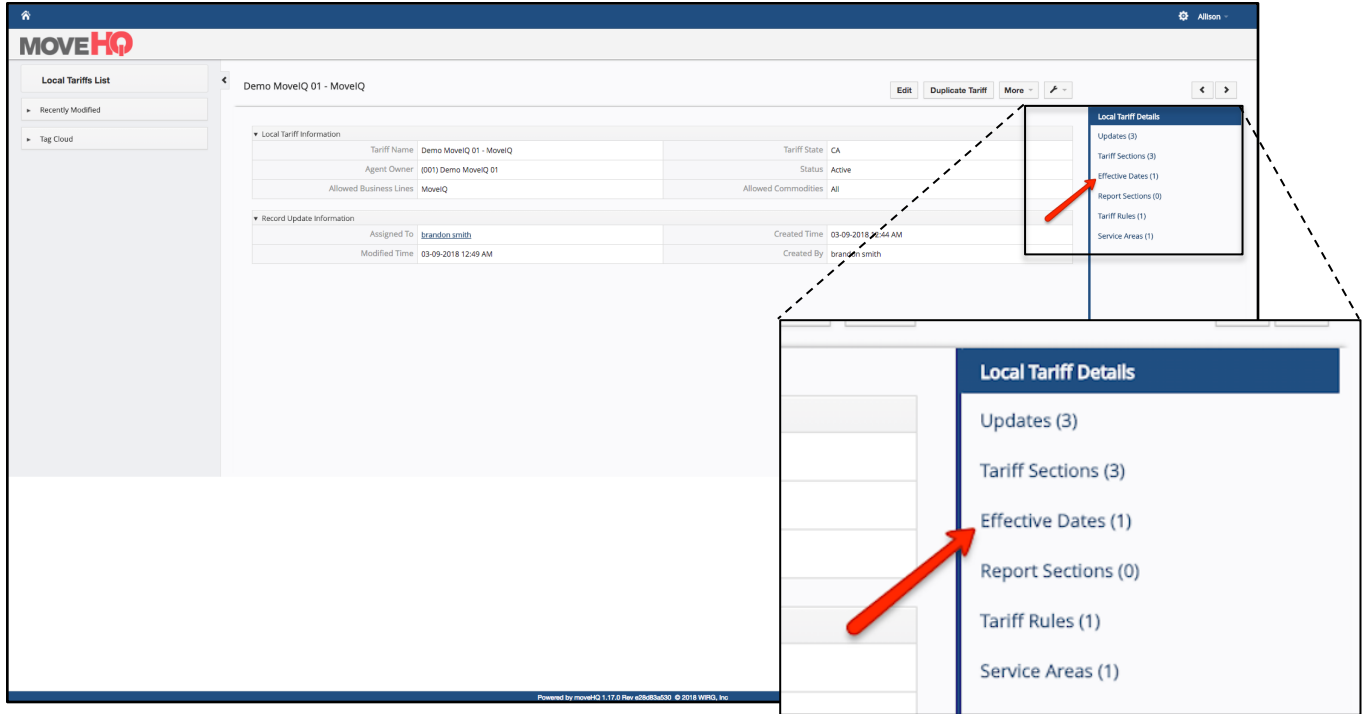
(Note) The effective date is automatically set to the date you've added the tariff. No need to worry about setting any dates here.

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

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

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.