

TARIFF RULES

From the **MoveIQ homepage**, click on the “Tariff Services” shortcut link under the **Tariffs** module. Click into the tariff you’d like to work on, and then click “Tariff Rules.”

Next, click “Add Tariff Rule.” You will see it will automatically associate with the tariff that you’re viewing and you can add weekends charges, accessorial charges, and premiums.

The screenshot displays the MoveIQ interface for a specific tariff. The main content area shows a table with the following columns: Tariff, Maximum Hours per man, Job Minimum Hours, Travel Time, and Assigned To. The table contains one row with the following data: Demo MoveIQ 01 - MoveIQ, 6, 4, 2, and brandon.smith. A search bar is located above the table. On the right side, there is a sidebar with a search bar and a list of sections: Effective Dates (1), Report Sections (0), Tariff Rules (1), and Service Areas (1). A red arrow points to the 'Tariff Rules (1)' section in the sidebar.

After clicking “Add Tariff Rule,” you can add any rules that will affect the pricing of the move such as: Maximum hours per crew member per job, Job Minimum Hours, Travel Time, and Service Charge.

The screenshot shows the 'Creating New Tariff Rule' interface in the MOVEHQ system. The main form is titled 'Creating New Tariff Rule' and includes a 'Save' button and a 'Cancel' button. The interface is divided into several sections:

- Tariff Rules Information:** This section contains a search bar for the tariff name, currently showing 'Demo MoveIQ 01 - MoveIQ'. Below this are several input fields: 'Job Minimum Hours', 'Flights of Stairs Factor' (with a percentage sign), 'Elevator Required' (with a percentage sign), 'Premium Charges' (with a percentage sign), 'Mileage Limit', and 'Sunday Availability' (with a percentage sign).
- Record Update Information:** This section includes 'Assigned To' (Allison Keane) and 'Agent Owner' ([001] Demo MoveIQ 01).

Two callout boxes provide a detailed view of specific fields:

- Left Callout:** Shows a detailed view of the 'Tariff' section for 'Demo MoveIQ 01 - MoveIQ'. It lists the following fields: Job Minimum Hours, Flights of Stairs Factor (%), Elevator Required (%), Premium Charges (%), Mileage Limit, and Sunday Availability (%).
- Right Callout:** Shows a detailed view of the 'Record Update Information' section. It lists the following fields: Maximum Hours per man, Travel Time, Excessive Distance Factor (%), Service Charge (\$), Weight Limit, and Saturday Availability (%).

You'll also see the fields Flights of Stairs Factor, Excessive Distance Factor, Elevator Factor, Saturday Availability and Sunday Availability. These fields will add whatever percentage you set onto your standard hourly pricing.

(Note) As a reminder, the percentage you enter here for Saturday and Sunday Availability will be added to ALL Saturday and Sunday moves booked by the user without you having to select premium on your pricing calendar.

Click "Save," and you're done with Tariff Rules!