

Contents

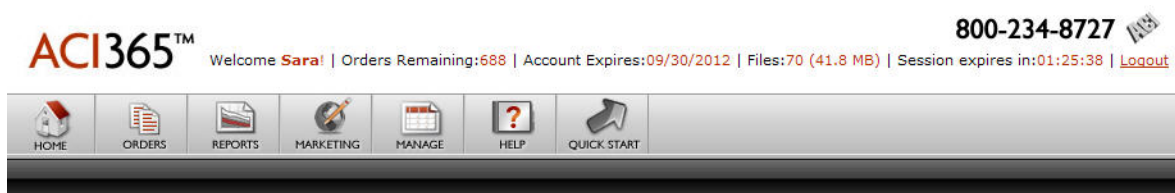
Product Fees	1
Edit Product Fees	1
Add Product Fees	3
Remove Product Fees	3

Product Fees

A product is a service offered by the office i.e., a 1004 Single-family appraisal report. ACI365 contains many predefined products, and custom products may be added. Configure product fees so potential clients can review the cost of services on the website.

Edit Product Fees

1. In the *Management* section, click **Product Fees**.
2. Evaluate each appraisal product and update the product details.



Update Product Fees

The *Preferred Rate* fee column is for those appraisers that offer discounted fees for select clients. If you do not offer Preferred Rates then leave all \$0.00 in that column. When a potential client sees your Fee List, they will be seeing your normal fees. Only those clients that you specifically designate will see and receive the Preferred Rates. (To offer a client of your choosing *Preferred Rates*, select "Edit Client Information" from your Main Menu.)

Click once in a box to select "N/A" or "Quote Only" for any product where those options may be applicable. Do not check either of those boxes if you enter a fee for a product.

Click **Save** at the bottom of this page to update your changes for product fees.

hide	Description	Price	Preferred Rate	N/A	Quote Only
				All None	All None
Default	URAR 1004 (2005)	\$300.00	\$250.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Default	URAR (2005) - VA	\$350.00	\$300.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Default	URAR (2005) - FHA	\$300.00	\$250.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Default	URAR 1004C (2005)	\$300.00	\$250.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Description

The name of the appraisal product, usually including the form type.

Price

Enter the fee for the appraisal product. This fee is published on the website as an estimate.

Preferred Rate

Enter the fee for *Preferred* clients. *Preferred* clients view this price when they log in to the website. See *Client Information* for additional information.

N/A

Select *N/A* if the product is not offered. Clear the *Price* and *Preferred Rate* fields.

Quote Only

Select *Quote Only* if the fee is determined on a case-by-case basis. Clear the *Price* and *Preferred Rate* fields.

NOTE: If a *Price* is entered, and *N/A* or *Quote Only* is also selected, the fee entered in the *Price* column displays on the website.

TIP: Click **Hide** to display to user-defined product fees, only. Click **Show** to display all product fees.

3. Click **Save** to accept the changes.

Add Product Fees

1. In the *Management* section, click **Product Fees**.
2. Scroll to the bottom of the page, enter product details and click **Add**.

Description

Enter the name of the appraisal product.

Definition

Enter a brief explanation of the appraisal product.

Price

Enter the fee for the appraisal product. This fee is published on the website as an estimate.

Preferred Rate

Enter the fee for *Preferred* clients. *Preferred* clients view this price when they log in to the website. See *Client Information* for additional information.

N/A

Select *N/A* if the product is not offered. Clear the *Price* and *Preferred Rate* fields.

Quote Only

Select *Quote Only* if a product fee is determined on a case-by-case basis. Clear the *Price* and *Preferred Rate* fields.

NOTE: If a *Price* is entered, and *N/A* or *Quote Only* is also selected, the fee entered in the *Price* column displays on the website.

3. User-defined products display at the end of the product list.

Remove Product Fees

1. In the *Management* section, click **Product Fees**.
2. Select a product to remove and click **Definition**.
3. Click **Delete** to remove the product.

NOTE: Only user-defined products can be removed from the product list.