

## Settings > Local Delivery Places & Charges

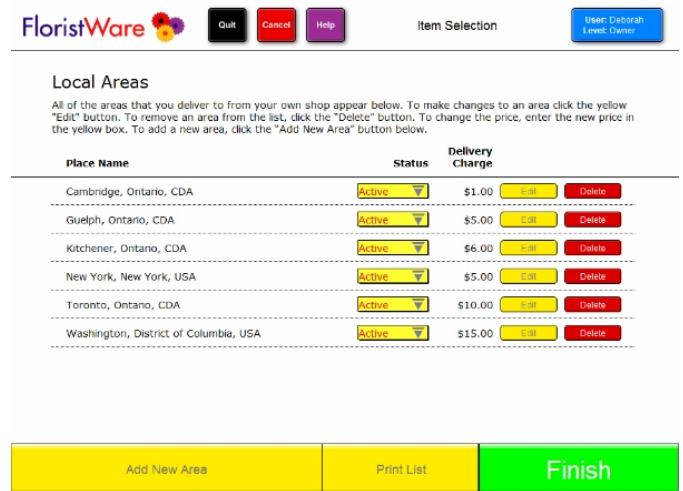
Set up your local delivery areas and rates - local areas can be subdivided to allow for different rates within the same area and to improve search ability.

**Download PDF below.**

[Click here to watch video.](#)

### Add New Local Delivery Area

1. Manager Level > Settings > Lists > Local Areas
2. Click **Add New Area**, **Edit**, **Delete** or select **Active/Inactive**
3. Enter **Delivery Charge**, and **Minimum Order Value** (optional)
4. Pull down and select **Cutoff Time**
5. Pull down and select **Route** (if applicable)



**Local Areas**

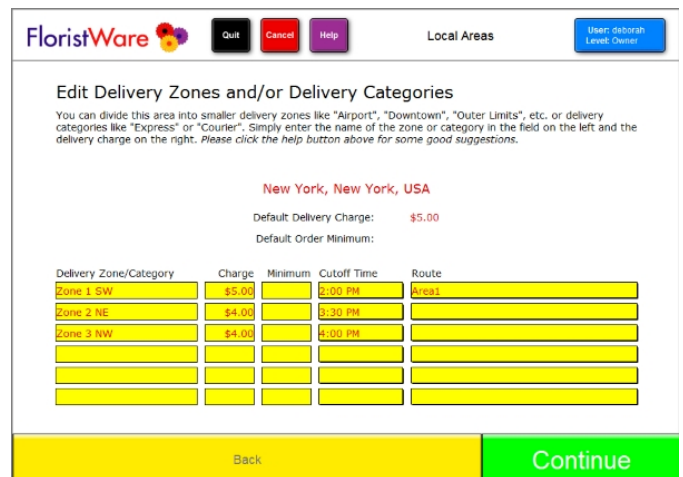
All of the areas that you deliver to from your own shop appear below. To make changes to an area click the yellow "Edit" button. To remove an area from the list, click the "Delete" button. To change the price, enter the new price in the yellow box. To add a new area, click the "Add New Area" button below.

Place Name	Status	Delivery Charge
Cambridge, Ontario, CDA	Active	\$1.00
Guelph, Ontario, CDA	Active	\$5.00
Kitchener, Ontario, CDA	Active	\$6.00
New York, New York, USA	Active	\$5.00
Toronto, Ontario, CDA	Active	\$10.00
Washington, District of Columbia, USA	Active	\$15.00

Buttons: Add New Area, Print List, Finish

### Subdivide a Local Areas & Charges (up to six areas)

6. Click **Subdivide This Area**
7. Enter **Name** (ie. Airport, NorthEast, Downtown)
8. Enter **Deliver Charge**, **Minimum Order Value**, **Cutoff Time**, and **Route**



**Edit Delivery Zones and/or Delivery Categories**

You can divide this area into smaller delivery zones like "Airport", "Downtown", "Outer Limits", etc. or delivery categories like "Express" or "Courier". Simply enter the name of the zone or category in the field on the left and the delivery charge on the right. Please click the help button above for some good suggestions.

**New York, New York, USA**

Default Delivery Charge: \$5.00  
Default Order Minimum:

Delivery Zone/Category	Charge	Minimum	Cutoff Time	Route
Zone 1 SW	\$5.00		2:00 PM	Area1
Zone 2 NE	\$4.00		3:30 PM	
Zone 3 NW	\$4.00		4:00 PM	

Buttons: Back, Continue

**Tips**

Print List and have a copy of your Delivery Areas and Rates on hand at each computer for your staff.