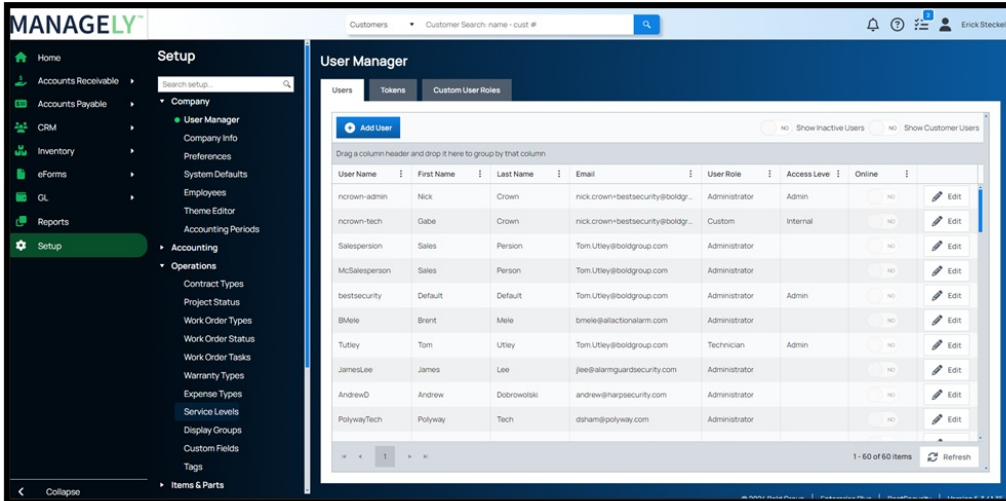


# How to adjust the Service Fee on a Work Order

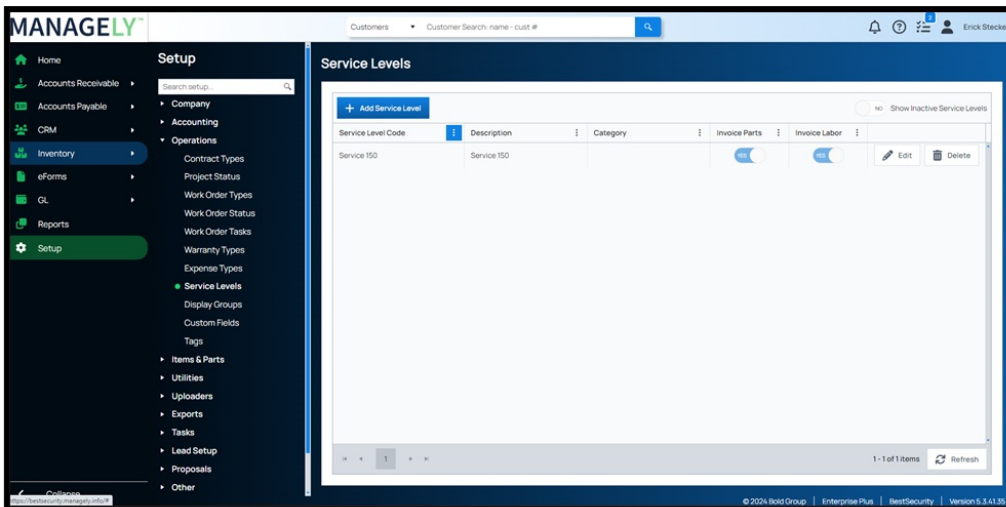
Last Modified on 10/18/2024 5:18 pm EDT

Service fee is part of the service level. Follow the steps below to edit your service fee.

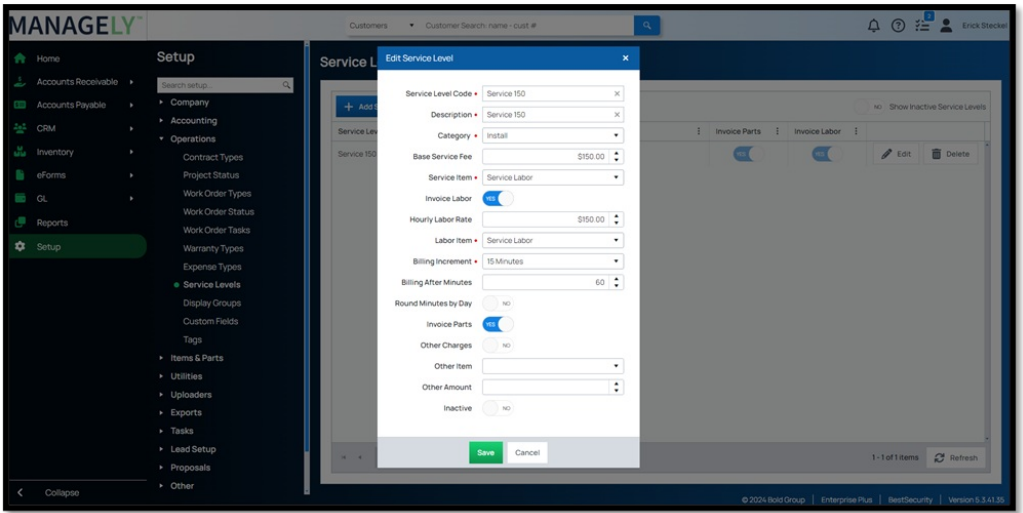
1. Click on Setup, then click Operations, and then click on Service Levels



2. Click on the edit icon to the right of the Service Level in question



3. Edit the Base Service Fee to whatever you would like and then click Save



4. When you create a new work order it will display the updated Service Fee

