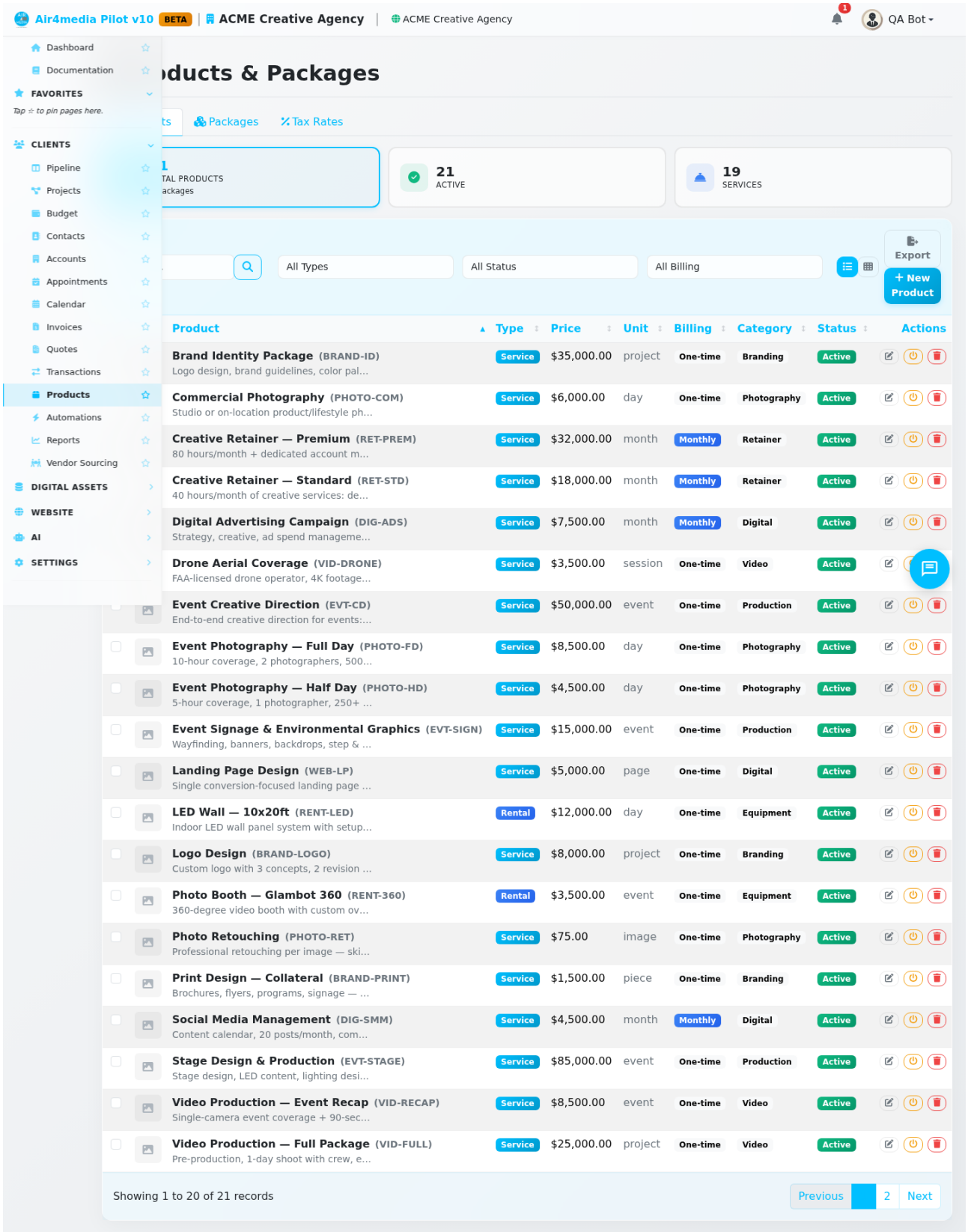
Air4media Pilot v10 BETA
ACME Creative Agency
ACME Creative Agency
QA Bot
Dashboard
Documentation
FAVORITES
Tap ☆ to pin pages here.
CLIENTS
Pipeline
Projects
Budget
Contacts
Accounts
Appointments
Calendar
Invoices
Quotes
Transactions
Products
Automations
Reports
Vendor Sourcing
DIGITAL ASSETS
WEBSITE
AI
SETTINGS
ducts & Packages
Packages
Tax Rates
21
ACTIVE
19
SERVICES
All Types
All Status
All Billing
Export
+ New Product
Product
Type
Price
Unit
Billing
Category
Status
Actions
Brand Identity Package (BRAND-ID)
Logo design, brand guidelines, color pal...
Service $35,000.00 project One-time Branding Active
Commercial Photography (PHOTO-COM)
Studio or on-location product/lifestyle ph...
Service $6,000.00 day One-time Photography Active
Creative Retainer — Premium (RET-PREM)
80 hours/month + dedicated account m...
Service $32,000.00 month Monthly Retainer Active
Creative Retainer — Standard (RET-STD)
40 hours/month of creative services: de...
Service $18,000.00 month Monthly Retainer Active
Digital Advertising Campaign (DIG-ADS)
Strategy, creative, ad spend manageme...
Service $7,500.00 month Monthly Digital Active
Drone Aerial Coverage (VID-DRONE)
FAA-licensed drone operator, 4K footage...
Service $3,500.00 session One-time Video Active
Event Creative Direction (EVT-CD)
End-to-end creative direction for events:...
Service $50,000.00 event One-time Production Active
Event Photography — Full Day (PHOTO-FD)
10-hour coverage, 2 photographers, 500...
Service $8,500.00 day One-time Photography Active
Event Photography — Half Day (PHOTO-HD)
5-hour coverage, 1 photographer, 250+ ...
Service $4,500.00 day One-time Photography Active
Event Signage & Environmental Graphics (EVT-SIGN)
Wayfinding, banners, backdrops, step & ...
Service $15,000.00 event One-time Production Active
Landing Page Design (WEB-LP)
Single conversion-focused landing page ...
Service $5,000.00 page One-time Digital Active
LED Wall — 10x20ft (RENT-LED)
Indoor LED wall panel system with setup...
Rental $12,000.00 day One-time Equipment Active
Logo Design (BRAND-LOGO)
Custom logo with 3 concepts, 2 revision ...
Service $8,000.00 project One-time Branding Active
Photo Booth — Glambot 360 (RENT-360)
360-degree video booth with custom ov...
Rental $3,500.00 event One-time Equipment Active
Photo Retouching (PHOTO-RET)
Professional retouching per image — ski...
Service $75.00 image One-time Photography Active
Print Design — Collateral (BRAND-PRINT)
Brochures, flyers, programs, signage — ...
Service $1,500.00 piece One-time Branding Active
Social Media Management (DIG-SMM)
Content calendar, 20 posts/month, com...
Service $4,500.00 month Monthly Digital Active
Stage Design & Production (EVT-STAGE)
Stage design, LED content, lighting desi...
Service $85,000.00 event One-time Production Active
Video Production — Event Recap (VID-RECAP)
Single-camera event coverage + 90-sec...
Service $8,500.00 event One-time Video Active
Video Production — Full Package (VID-FULL)
Pre-production, 1-day shoot with crew, e...
Service $25,000.00 project One-time Video Active
Showing 1 to 20 of 21 records
Previous
1
2
Next

Products & Packages

Manage your catalog of billable items — individual products and services, bundled packages, and tax rates. Everything here is available when creating quotes and invoices for your clients.

Key Features

- **Quick Stats**: Four cards at the top show your total products, active items, services, and packages at a glance
- **Products List**: View, search, filter, and manage all your items with sortable columns, pagination, and a toggle between table and card view
- **Product Types**: Categorize items as Service, Product, Rental, or Labor
- **Billing Cycles**: Set items as one-time, monthly, or annual charges
- **Packages**: Bundle multiple products into a single offering with optional discounts — view as cards or a table
- **Tax Rates**: Define reusable tax rates that auto-apply to quotes and invoices

How to Use

Adding a Product

1. Go to **Products & Packages** and make sure you're on the **Products** tab
2. Click **New Product**
3. Enter a name and select the type (Service, Product, Rental, or Labor)
4. Set the price, unit (e.g. hour, day, each), and billing cycle
5. Optionally add a category and SKU for organization
6. Check **Taxable** if tax should apply, and **Active** to make it available
7. Click **Save Product**

Managing Products

- **Search** by name, description, category, or SKU using the search bar
- **Filter** by type, status, or billing cycle using the dropdown filters
- **Switch views** using the table/card toggle at the top of the list — your preference is saved
- **Edit** any product using the edit button on its row or card
- **Toggle status** to activate or deactivate a product without deleting it
- **Select multiple** products to activate, deactivate, or delete them in bulk

- Products used in invoices, quotes, or packages cannot be deleted — deactivate them instead

Creating a Package

1. Click the **Packages** tab, then **New Package**
2. Give the package a name and optional description and category
3. Click **Add Product** to add items from your product catalog
4. Set quantity for each item; optionally override the price for that item within the package
5. Set a fixed package price, or leave blank to use the sum of item prices
6. Optionally apply a discount (fixed dollar amount or percentage)
7. Click **Save Package**

Setting Up Tax Rates

1. Click the **Tax Rates** tab, then **New Tax Rate**
2. Enter a name (e.g. "California Sales Tax"), the percentage rate, and optionally a state/region
3. Check **Default rate** to auto-apply it on new quotes and invoices
4. Click **Save Tax Rate**

Use the **Quick Add** buttons to instantly add common US state tax rates (CA, NY, TX, FL, IL, PA, NJ, WA, GA, NC) without typing.

Tips

- Set one tax rate as the **Default** — it will be pre-selected when creating quotes and invoices; click the star icon next to any rate to make it the default
- Use **categories** to group related products (e.g. Photography, Design, Post-production)
- Packages show a **savings** amount when the package price is lower than the sum of individual items
- Products are shared across your entire company account — updating a product does not change past documents