🌐 **Air4media Pilot v10** BETA | 🗄 **ACME Creative Agency** OWNER ▾ | ⊕ ACME Creative Agency 　　　　　 👤 Laurent P Groult ▾

- 🏠 Dashboard
- 📄 Documentation

CLIENTS ⌄
- ▦ Pipeline
- ⋔ Projects
- 📊 Budget
- 📇 Contacts
- 🏦 Accounts
- 📋 Activities
- 📅 Appointments
- 📆 Calendar
- 📄 Invoices
- 📄 Quotes
- 🛍 **Products**
- ⚡ Automations

DIGITAL ASSETS ›
FLYING LICENSE ›
WEBSITE ›
AI ›
SETTINGS ›

PLATFORM ›
- ⚙ Settings
- ⏻ logout

🛍 Products & Packages

📦	✅	🛎	☷
21	**21**	**19**	**0**
Total Products	Active	Services	Packages

🛍 Products　　🔗 Packages　　✕ Tax Rates

[Search... 🔍]　[All Types]　[All Status]　[All Billing]　☰ ▦　**+ 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