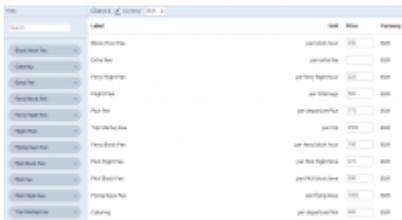


# FEES

[Video Tutorial](#)

Panel **Fees** allows defining **Airport Fees** and **Aircraft Fees**. It is possible to add multiple fees for both: airport & aircraft. You can also **copy** Airport & Aircraft fees by clicking the icon  and when a pop-up window appears name new fees and save.

## Aircraft Fees



Label	Unit	Rate	Currency
Dangerous Goods Fee	per item	0.00	EUR
Fuel Surcharge Fee	per item	0.00	EUR
Medical Staff Fee	per item	0.00	EUR
Additional Fee	per item	0.00	EUR
Urgent Fee	per item	0.00	EUR
...	...	...	...

Defining aircraft fees

To define fees to a particular aircraft click **New Aircraft Fees** icon and in the new page you will see on the left-hand side available **items** which can be selected and added into the Aircraft fees list. The order of selected fees can be changed by **drag & dropping** them and the same order will be used in the quote's edition page, where the list of aircraft fees appear.

With regards to the item '**Discount**', the value inserted is as an amount in currency and has to be less than zero, e.g. **-€15** for the discount of €15.

Once items are selected you can insert **Price** to each one of them. Choose the currency and name the pricing (it can be i.e. aircraft registration or client).

Once Airport Fees have been defined, you will be able to switch between them in Quote edition panel by using a button **Recalculate**.

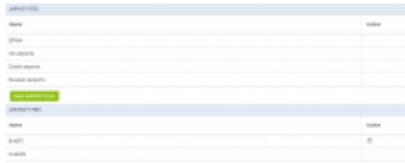
The explanation for some of the fees are below:

\* **Flight Hour Fee** - fee for an hour of flight

- **Dangerous Goods Fee** - fixed amount but can be amended manually within the quotation
- **Fuel Surcharge Fee** - fixed amount but with '0' as a default number of items within the quotation. Number of items within quotation has to be amended manually
- **Medical Staff Fee** - fixed amount but can be amended manually within the quotation. Number of items within quotation has to be amended manually
- **Additional Fee** - additional percentage fee applied to the total amount before discount
- **Urgent Fee** - fee applies when requested trip begins within 24h since generating the quote

**Automatic rounding of quotes prices** can be set up if you click 3-dot filter (top-right corner of the page) and enter a value to which Leon should round up all quotes prices.

# Airport Fees



## Sales > Fees - the main view



### Defining airport fees

Click button **New Airport Fees** and insert an airport ICAO code or airports group (i.e. EG\* for England or EH\* for Holland).

On the left-hand side choose which **columns** should appear for the particular airport: Airport PAX Fee, Catering Fee, Crew Hotel Fee, De-icing, Handling Basic Fee, Holiday, Night Landing, Parking/hourly, Saturday Landing, Sunday Landing, Total Landings.

Hover the mouse over the column's name to see the meaning.



You can either click on the particular item or drag & drop it inside the section 'Columns' above available items. Here you can always click **X** to remove the item from the airport fees list.

Once columns have been added you can define currency and fees per each column. Click + in the top-right corner to add fees for another airport.

Saved Airport pricing is displayed on the main screen - click it to amend it.

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